



BRENTWOOD SCHOOL

Lower School Student Handbook

Early Pre-K – Grade 5

2026 – 2027

725 Linton Road • P.O. Box 955 • Sandersville, GA 31082
478-552-5136 • www.brentwoodschool.org

Accredited by the Southern Association of Independent Schools (SAIS) and Cognia

Approved by the Brentwood School Board of Directors
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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 12-member Board of Directors governs the school. Brentwood is accredited by the Southern Association of Independent Schools (SAIS) and Cognia. The policies and procedures outlined in this handbook are intended to support the mission, values, and educational objectives of Brentwood School.

Divisions. For the purposes of this handbook, the Lower School comprises Early Pre-K (age 3) through Grade 5. Within the Lower School, the early childhood program serves our youngest learners in Early Pre-K and Pre-K, and grades K–5 make up the elementary program. The Upper School comprises grades 6–12 and is governed by a separate handbook.

Brentwood School reserves the right to amend, modify, interpret, or discontinue any policy, procedure, or program described in this handbook at any time. The provisions of this handbook do not constitute a contract and may be changed at the discretion of the school.

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. Faculty and staff e-mail addresses generally follow this format: firstname.lastname@brentwoodschool.org.

Payments can be made online via the FACTS Family Portal, mailed checks, Venmo (@BrentwoodSchool), credit card (with a 5% processing fee), or cash delivered to the school office. Please indicate the purpose of the payment (tuition, daycare, lunch, trips, etc.).

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

School Hours

The Lower School building opens at 7:15 a.m. Teachers are in their classrooms at 7:45 a.m. The instructional school day 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. A student who arrives after 8:00 a.m. is tardy and must be signed in at the school office.

Please make arriving on time a priority. A calm, on-time arrival helps each child begin the day ready to learn.

Visiting the School

Brentwood welcomes parents and visitors. For the safety of our students, all visitors must report first to the school office and sign in. Visits to classrooms should be scheduled through the office, preferably a day in advance. If it is necessary to contact a teacher or child during the day, please go through the school office. A child is not to leave or be taken from the school during the school day without being signed out in the office. All visitors must comply with the school's safety procedures while on campus.

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 without the aid of a fever-reducing agent 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.

Attendance and Absences

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

- A student who accumulates more than eighteen (18) absences may be ineligible for promotion.
- Academic work and tests missed because of an absence are the student's responsibility to complete and turn in to the teacher after the absence. Make-up work will be provided in a timely manner.
- 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.

- To be counted present, a student must be at school by 11:00 a.m. or remain at school until 12:00 p.m. (noon).
- Students who are absent during the school day should not return to campus to attend any afternoon or evening function.
- Students who are off campus for school-sponsored events are not considered absent.
- Extended absences resulting from extenuating circumstances will be handled on an individual basis by the Head of School.

Early Dismissal

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

After-School Care

After-school care is available from 3:30 p.m. until 6:00 p.m. A form must be completed for each student using after-school care services. Snacks, homework time, and inside or outside play are components of the program. The cost for after-school care is \$5.25 per hour, or any fraction of an hour, or \$2,200.00 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 and Pick-Up

- Students in K through Grade 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.
- Cell phones are not to be visible or in use in the carpool line.
- For safety reasons, no student should leave the supervised pick-up area, and parents must stay in the pick-up line.
- All students not picked up by 3:30 p.m. will be sent to after-school care.
- The campus speed limit is 10 mph. Please observe all traffic signs.

Deliveries

Lunches, snacks, drinks, balloons, food-delivery orders (e.g., Uber Eats, DoorDash), and flowers are not to be delivered to the school or school office during the school day, 7:30 a.m. until 3:30 p.m.

School Trips and Bus Transportation

School insurance covers students traveling to school or school events only in vehicles owned by the school. Students traveling to school events in vehicles rented by the school are covered by insurance carried by the owner of the vehicle.

Students traveling to participate in school events must use the school's designated mode of transportation. The only exception is that students may, on occasion, return from events with their parents; in that case, parents must personally contact the school official in charge of the event. Any field trip or class trip organized under the direction of the Brentwood School administration is considered a school trip, and all school rules apply.

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, or unbecoming 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 students shall become the responsibility of the student and his/her parents.
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.

Progress Reports, Report Cards, and Grades

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

Standardized Testing

Standardized testing is administered to applicable elementary grades in the spring. Results are shared with families and are used, together with classroom performance, to support each student's growth and instructional planning.

Student Support

Brentwood School is committed to supporting the academic, social, emotional, and personal success of every student. The school counselor works in conjunction with faculty and parents to provide guidance and support, and to assist students with academic, social, and personal concerns that may affect a child's success and well-being.

In addition to the school counselor, Brentwood's teachers, administrators, and staff serve as an important support network for students. Faculty and staff strive to build positive relationships with students and to provide encouragement, guidance, accountability, and support throughout each child's educational journey.

While Brentwood School does not provide professional mental health counseling services on campus, school personnel may assist families by providing information regarding available community resources and professional support services. Brentwood School values the importance of mental health and wellness and maintains a partnership with Mercer Medicine Mental Health and Wellness to help connect families with appropriate resources when needed. Student support is most effective when there is open communication and collaboration among students, parents, teachers, administrators, and the school counselor.

Student Records and Privacy

Brentwood School maintains student records in a secure and confidential manner. While Brentwood, as a private school, is not governed by the Family Educational Rights and Privacy Act (FERPA), the school voluntarily follows similar principles in protecting student information.

- Parents/guardians of enrolled students may review their student's academic records by submitting a written request to the school office. The school will respond within a reasonable period of time.
- Student records are released to third parties—including other schools to which a student is transferring—only with written parental consent or as otherwise required or permitted by law.
- **Directory information.** Brentwood may publish or release certain directory information—such as a student's name, grade level, participation in school activities and athletics, photographs, and honors or awards—in school publications, the yearbook, programs, the school website, and school-affiliated social media, unless a parent/guardian submits a written opt-out request to the school office.
- **Photo / media release.** By enrolling, families acknowledge that students may be photographed or recorded during school activities and that such images may be used for

school-related purposes. Parents who do not wish their student to be included should notify the school office in writing.

Library Policy

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

Personal Electronic Devices

To maintain an environment that is focused on learning and healthy interaction, personal electronic devices—including cell phones, smart watches, tablets, gaming devices, cameras, and recording devices—are not permitted for use during the school day. If a student brings such a device to school, it must be powered off and kept in the student's backpack.

Any device seen or used during the school day will be confiscated and sent to the school office or the Head of School, and the parent will be contacted to retrieve it. The school office phone is always available to students who need to reach a parent in an emergency, and a parent who needs to reach a child during the day should call the School Office.

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. The school expects all access to be in accordance with the school's policies and the responsibilities assumed when engaging in such access. If a student violates any of the provisions below, disciplinary action may be taken. Personal laptops and tablets are not permitted at school; school-provided devices may be used only with teacher permission.

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 causes, or is reasonably expected to cause, material and substantial disruption to the operation of the school; interrupts the school activities of others or invades the rights of others; is illegal; or is plainly offensive, lewd, obscene, or indecent, or is otherwise inconsistent with the school's basic educational mission.
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, systems, or webpages 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, including sharing, installing, recording, or distributing 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 about others or myself to anyone on the Internet, and I will not libel, slander, defame, or publish untrue or made-up information about someone on the Internet, even if meant to be humorous or not taken seriously.
9. I will not use anyone else's ID or password, and I will not use a computer onto which another user is logged on.
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 damage or destroy any hardware, software, or data that belongs to Brentwood School and its users. I understand that I may be held financially responsible for damages if I vandalize any of 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 others' access to learning.
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 staff and 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 authorities.
15. I understand that this policy is in effect at all times, including remote or direct access, on or off school premises.
16. 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.

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 self-administer the prescribed type of medication.

- The parent is responsible for coordinating with school staff to ensure any prescribed medication is available for the student.

Health Services

Immunizations. All students must have a current Georgia Certificate of Immunization (Form 3231) on file, or a valid exemption as permitted by Georgia law, and a current Certificate of Vision, Hearing, Dental, and Nutrition Screening (Form 3300) as required for new entrants. Children entering Kindergarten, or new entrants to Georgia schools, must meet the immunization requirements specified by Georgia law. Parents should verify that required vaccines are reflected on the certificate, even if it is marked complete.

Allergies and health conditions. Parents must notify the teacher and the front office in writing of any allergies, chronic conditions, or health concerns that may require attention during the school day or that may affect participation in school activities. The school will work with families to maintain appropriate health information and, where applicable, a health action plan.

Concussion and head injury. Any student who exhibits signs or symptoms of a concussion during a school activity or athletic practice or competition will be removed from participation and may not return until cleared in writing by an appropriate healthcare provider.

Lunchroom and Food Service

Food service is available at the school. Students may purchase a 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 or 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.

Snacks

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. Parents may choose to send either cupcakes or cookies 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 in the grade receives one, or unless all boys in the grade or all girls in the grade 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.

Anti-Harassment, Anti-Bullying, and Reporting Procedure

It is the policy of Brentwood School to maintain a learning environment that is free from discrimination and harassment, where 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 or bullying by an employee toward a student, by a student toward another student, or by a student toward an employee.

Bullying is repeated exposure over time to negative actions in which one person repeatedly uses power in a way that purposely hurts another individual. Conflict is a normal part of growing up, but bullying is different. It can occur in many forms, including physical, verbal, social, psychological, and technological (cyberbullying). Any form of bullying at Brentwood will be addressed promptly.

Harassment includes unwelcome conduct or communication that targets, intimidates, or demeans another person. Sexual harassment—any unwelcome conduct or communication of a sexual nature—is prohibited, including through voicemail, e-mail, text, and social media.

Reporting

Students and parents are encouraged to report concerns regarding safety, harassment, bullying, discrimination, or student well-being to a teacher, counselor, administrator, the Lower School Director, or the Head of School. Reports may be made verbally or in writing, and parents may report on behalf of their student through the same channels.

Investigation and Resolution

The administration will promptly review and investigate all reports. The right to confidentiality of both the complainant and the accused will be respected, consistent with the school's legal obligations and the necessity to investigate allegations of misconduct and take corrective action. If a violation is found, the school will take appropriate corrective and/or disciplinary action, and appropriate documentation will be maintained.

Anti-Retaliation

Brentwood School prohibits retaliation against any person who, in good faith, reports harassment, bullying, or discrimination, or who participates in an investigation. Retaliation is itself a violation of this policy and will result in disciplinary action.

Designated Contact. Reports of harassment or bullying may be directed to the Lower School Director or the Head of School, who serve as the school's designated points of contact for such concerns.

Child Safety and Mandated Reporting

The safety and protection of children is a paramount concern at Brentwood School, and especially so for our youngest learners. All Brentwood faculty, staff, substitute teachers, and

volunteers are mandated reporters under Georgia law (O.C.G.A. § 19-7-5) and are required to report any reasonable suspicion of child abuse or neglect to the Georgia Division of Family and Children Services (DFCS) and/or local law enforcement. Reports are made in good faith and in accordance with the law. Brentwood maintains policies and training designed to protect students and to provide a safe environment free from abuse, neglect, and exploitation. Any student, parent, or employee who becomes aware of conduct that threatens the safety of a child should report it immediately to a teacher, counselor, administrator, the Lower School Director, or the Head of School.

Students with Disabilities and Accommodations

Brentwood School welcomes students with a range of learning needs and is committed to supporting student success within the scope of the programs and resources the school is able to provide. As a private school, Brentwood is not subject to the Individuals with Disabilities Education Act (IDEA) and does not provide special education services, individualized education programs (IEPs), or the full range of services available in public schools.

Brentwood will, however, consider reasonable accommodations for students with documented needs when such accommodations do not fundamentally alter the school's program or impose an undue burden. Families seeking accommodations should submit current documentation (such as a psychoeducational evaluation or medical diagnosis) from a qualified professional to the Lower School Director or the school counselor. The school will review the documentation and work with the family to develop an appropriate student accommodation plan where feasible. Accommodation plans are reviewed periodically and as needed.

Emergency Preparedness and Safety

Brentwood School maintains emergency and crisis-response procedures, including provisions for fire, severe weather, lockdown, and other emergencies. The school conducts safety drills throughout the year as required by law and best practice. In the event of an emergency, the school will communicate with families through its established communication channels. Parents should ensure their contact information is current in the school's system at all times, and visitors must comply with all safety procedures, including signing in at the school office.

In the event of a public health emergency, the school will communicate any temporary health and safety guidelines to families through its established communication channels.

Discipline and Code of Conduct

The primary purpose of rules at Brentwood is to ensure that every student has the opportunity to take full advantage of the educational program of the school. Anything that detracts from a favorable learning environment lessens that opportunity. Through age-appropriate guidance, students learn that their actions have consequences and that they bear responsibility for their own choices. Maintaining discipline is a partnership: administration, faculty, students, and parents together set the tone and uphold the standards of student conduct.

Expectations for Student Conduct

Brentwood students are expected to be respectful, honest, kind, and responsible. The following behaviors are not permitted and will be addressed by faculty and administration:

- Bringing any dangerous item or weapon to campus or to a school-sponsored activity. Dangerous weapons are absolutely prohibited; violations will be handled by the Head of School and may be reported to law enforcement.
- Physical aggression, fighting, or threatening the safety of others.
- Bullying, harassment, or unkind treatment of others, in any form.
- Dishonesty, including lying, cheating, or taking property that belongs to others (stealing).
- Disrespect, defiance, profanity, or insolence toward faculty or staff.
- Destruction or defacement of school property. Damage caused by a student becomes the responsibility of that student and his or her parents.
- Leaving an assigned class or area without permission.

Responses to Behavior

Consequences at the Lower School are developmentally appropriate and are intended to teach, restore, and redirect. Depending on the age of the child and the nature and frequency of the behavior, responses may include:

- Redirection and reteaching of expectations.
- A brief, supervised time to reset and reflect.
- Loss of a privilege.
- Parent notification and, when appropriate, a parent conference.
- For serious or repeated behavior, in-school suspension, out-of-school suspension, probation, or, in the most serious cases, dismissal, at the discretion of the Head of School.

Brentwood School reserves the right to inspect school property and, when reasonable suspicion exists, personal property brought onto campus. It is not feasible to outline every possible situation and consequence in this handbook; therefore, the administration reserves the right to consider disciplinary actions as it deems fit and appropriate.

Honesty and Character

Brentwood places great value on honesty, kindness, and respect. From their earliest years, students are encouraged to tell the truth, to treat others as they would like to be treated, to respect what belongs to others, and to take responsibility for their actions. These values form the foundation of the Brentwood Honor Code, which students formally study and affirm in the Upper School. In the Lower School, we nurture these character traits through everyday teaching, encouragement, and example.

Chapel

Consistent with the school's mission to prepare students spiritually, chapel and age-appropriate devotional times are a regular part of the Lower School program. These gatherings encourage character, gratitude, and a sense of community among our students.

Dress Code for Early Pre-K through Grade 5

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), and an appropriate length. 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 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 take grade-appropriate disciplinary action when a student repeatedly violates the dress code. Special events, including field trips, and Spirit Days may require specified attire that deviates from this dress code and has been approved by the administration.

Every Friday, except for Grandfriend's Day, will be a Spirit Day.

Regular School Day Attire — Female Students

Shirts/Blouses

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

Slacks, Shorts, Skirts, and Dresses

- Jumpers/dresses with sleeves and a collar; or solid-colored slacks/jeans (no jean shorts or skirts), pants, capris, or Bermuda shorts. Bermuda shorts, skirts, dresses, and jumpers must be an appropriate length. Undergarments may not be visible at any time.
- No sweatpants, warm-up pants, jogging pants, yoga pants, leggings as outer garments, athletic-type pants, athletic-type shorts or skirts, tennis skirts, cargo pants or shorts, or zippers or pockets on pant legs.
- In addition to the above, 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.

Shoes

- Shoes must be completely closed all the way around and worn at all times. Western, Hunting, and Work Style Boots may not be worn with shorts. No light-up or roller shoes. No bedroom shoes or slippers.

Outerwear

- Pullover sweaters, cardigan sweaters, non-hooded sweatshirts, non-hooded jackets, and vests may be worn untucked if appropriately sized and worn over collared shirts/blouses. Hooded or mock-neck sweatshirts or jackets may be worn over t-shirts provided the outerwear is worn for the entire school day; if removed, a collared shirt must be worn.
- Hoods on hooded sweatshirts/jackets are not to be worn on the head inside any school building.
- Brentwood team-approved jackets are encouraged. The Brentwood Diamond B and the Brentwood School logo are encouraged. Camouflage is permissible as outerwear only.

Other

- 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. Hairstyles may not cover the eyes or face or be extreme. Hair should be maintained, clean, neat, well-kept, and not distracting.

Regular School Day Attire — Male Students

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 encouraged.
- Shirts must be tucked in at all times.

Slacks and Shorts

- Solid-colored slacks/jeans (no jean shorts), pants, or shorts must be an appropriate length. Undergarments may not be visible at any time. Suggested inseam: at least 7–9".
- No sweatpants, warm-up pants, jogging pants, athletic-type pants or shorts, swimwear, cargo pants or shorts, or zippers or pockets on pant legs.

Shoes

- Shoes must be completely closed all the way around and worn at all times. Western, Hunting, and Work Style Boots may not be worn with shorts. No light-up or roller shoes. No bedroom shoes or slippers.

Outerwear

- Pullover sweaters, cardigan sweaters, non-hooded sweatshirts, non-hooded jackets, and vests may be worn untucked if appropriately sized and worn over collared shirts. Hooded or mock-neck sweatshirts or jackets may be worn over t-shirts provided the outerwear is worn for the entire school day; if removed, a collared shirt must be worn.
- Hoods are not to be worn on the head inside any school building. Brentwood team-approved jackets are encouraged. Camouflage is permissible as outerwear only.

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. Hairstyles may not cover the eyes or face or be extreme. Hair should be maintained, clean, neat, well-kept, and not distracting. Facial hair is not allowed.

P.E. Attire

On physical education days, students should wear comfortable, dress-code-appropriate clothing and athletic-type closed-toe shoes.

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, unclaimed items will be given to a charitable organization.

Physical Education and Sports

A physical education program in the elementary grades supplements supervised free playtime and builds 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 EPK–5 girls (private pay)
- Basketball — grade 5
- Cheerleading — grades 3 –5
- 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 remain the responsibility of their parents. A concession stand is provided at home games, and each grade is assigned at least one home game for parents to volunteer in the concession stand. Please be willing to help when you are called.

Art and Fine Arts

The Art Department at Brentwood has guided the development of many talented young artists. All students in grades K–5 receive art instruction during the year. The Fine Arts Department is a vital part of the curriculum, offering students the opportunity to participate in music, art, and fine arts dance.

School Pictures, Annuals, and Pep Club Passes

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. Yearbooks are distributed in May and contain individual pictures of each student, 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 tuition. Brentwood students should let the money collectors at the gate know they are Brentwood students.

Re-Enrollment and Registration

Re-enrollment for current families is held each February. It is very important that parents register their children at this time, as Brentwood uses enrollment information to offer teacher contracts and plan for the following year. A student must be registered with a signed contract in order to participate in all activities after May related to the next school year.

Parent Partnership, Communication, and Conflict Resolution

Brentwood School believes that the education of a child is most successful when there is a strong partnership between the school and the home. Enrollment represents a commitment by both the school and the family to work together in support of the school’s mission, values, policies, and procedures. Parents are expected to model respectful behavior, support the educational process, and encourage their children to meet the expectations outlined in this handbook.

Open, respectful, and timely communication between parents and school personnel is essential to student success. Please schedule conferences in advance through the school office so that all parties have adequate time to discuss matters appropriately and without interruption. E-mail is an excellent way to communicate with teachers; please note that teachers generally check e-mail before and after the regular school day. Parents are asked not to address concerns during student drop-off, pick-up, or school events, and please do not text or call a teacher’s personal cell phone concerning school-related issues.

When a question, concern, or complaint arises regarding a classroom matter, academic issue, student behavior, or other school-related matter, communication should begin with the teacher directly involved. Most concerns can be resolved through respectful communication among the parent, student, and teacher. Brentwood believes concerns should be addressed at the lowest appropriate level, and an administrator’s first question will normally be whether communication with the teacher has already taken place.

For students in Early Pre-K through Grade 5, if a concern cannot be resolved through direct communication with the teacher, parents should contact the **Lower School Director** to schedule a meeting. If a resolution is not achieved at that level, the matter may then be referred

to the Head of School. At all stages, it is the hope of the faculty and administration that the process be undertaken in a spirit of reconciliation, with all involved treating the matter confidentially.

Athletic and Extracurricular Participation

Participation in athletics and extracurricular activities is a privilege that provides valuable opportunities for growth, teamwork, and character development. Decisions regarding playing time, positions, team selection, strategy, and other program-related matters are the responsibility of the coach, sponsor, and school administration. Parents may respectfully discuss concerns at appropriate times; however, final decisions rest with the coach, sponsor, and administration.

Social Media and Public Communication

Concerns regarding school-related matters should be addressed through established school procedures rather than through social media, public forums, group messaging platforms, or other public channels. Public criticism, disparaging remarks, or the dissemination of inaccurate information can be harmful to students, families, faculty, staff, and the school community.

Parent Conduct

All members of the Brentwood School community are expected to treat one another with dignity, respect, and professionalism. Conduct that is disruptive, intimidating, threatening, abusive, harassing, or otherwise inconsistent with the mission and values of Brentwood School will not be tolerated. The school reserves the right to restrict access to campus, school events, and school activities for any individual whose conduct negatively impacts the educational environment or the well-being of students, faculty, staff, or families. As an independent school, Brentwood reserves the right to deny or discontinue enrollment when the administration and/or Board of Directors determines that a family's actions or unwillingness to support the mission, policies, and expectations of the school have made a productive partnership no longer possible.

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



STUDENT HANDBOOK ACKNOWLEDGMENT

We have read the Brentwood Lower School Student Handbook for Early Pre-K through Grade 5 and agree to abide by the policies set forth therein.

Student Signature

Date

Grade

Parent Signature

Date

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.*