



BRENTWOOD SCHOOL

Upper School Student Handbook

Grades 6–12

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 Upper School comprises grades 6–12. Within the Upper School, grades 6–8 are referred to as Middle School and grades 9–12 as High School. Athletic eligibility is governed by the Georgia Independent Athletic Association (GIAA), the athletics division of GISA; academic and literary competition is governed by GISA.

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: firstinitiallastname@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. Students may not use teachers' personal cell phones unless it is an emergency.

School Hours

The instructional school day officially begins at 8:00 a.m. and ends at 3:08 p.m. Students should arrive between 7:30 a.m. and 7:50 a.m.

Note: for purposes of the Cell Phone and Electronic Device Policy, the “school day” begins upon the student’s arrival on campus.

Visiting the School

Parents and friends of the school are asked to make appointments through the school office during the school day if they wish to visit classrooms. **ALL visitors must report first to the school office and sign in.** If it is necessary to contact a teacher or student, one should go through the school office. A student is not to leave or be taken from the school during the school day without signing out in the office. Students are not to have visitors on campus during break, lunchtime, before school, or after school.

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

Every homeroom teacher and classroom teacher must maintain attendance.

Tardiness

- Students who are not in their homeroom when the 8:00 a.m. bell rings are considered tardy.
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- Students arriving after 8:00 a.m. must sign in with the office.
- Upon the third tardy (and each subsequent tardy) in a grading period, a student in grades 6–12 may be eligible for disciplinary action.
- To be counted present, a student must be at school by 11:00 a.m. or remain at school until 12:00 p.m.

Absences

- Juniors and seniors are permitted three absences to visit college campuses. A request should be submitted in advance to the counselor. These will be counted as a school activity.
- If parents are aware of the need for an absence in advance, they should notify teachers to request make-up work.
- Students must provide a written excuse for any personal or medical absence. The written excuse should be taken to the teacher of each class that is missed.
- Absences without parental permission will be handled on an individual basis by the Head of School.
- Make-up work should be completed on the day of return if possible, but at least within three school days after the student returns to school. Make-up work should be completed prior to nine-weeks tests and/or semester exams.
- **Late work policy:** Assignments or projects will be given full credit only if turned in on the prescribed due date. A ten-point penalty will be imposed for each day late. Major assignments or projects (with one or more weeks' preparation time) are due on the prescribed due date whether or not the student attends school that day. A ten-point penalty will be imposed for each day late.
- In order to participate in a competitive event, students must arrive by 11:00 a.m. or remain at school until 12:00 p.m. to be present the full day of the competitive event (athletics, literary, etc.). A request for absence due to death in the family or other extenuating circumstances will be handled by the Head of School and respective coach/sponsor.
- Students may not have more than eighteen (18) absences per school year from any class. Promotion, report cards, transcripts, and diplomas may be withheld if assignments are not satisfactorily completed.
- Extended absences resulting from extenuating circumstances will be handled on an individual basis by the Head of School.
- Students who are involved in school-sponsored events during class time or who are off campus for school-sponsored events will not be considered absent from school.
- No student will leave school without permission from parents and the Head of School or designated administrator.
- Students who are absent from any class for any reason are responsible for all material covered.

Carpool / Pickup

Grades 6–12:

All non-driving students who start and/or end their school day on the Brentwood campus are to arrive and be picked up at the Upper School building through the North Entrance loop. Students in grades 6–12 who ride with students in grades K–5 should be picked up and dropped off at the South Entrance circle drive.

All students who arrive after 8:00 a.m. will need to be signed in at the office.

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

Automobiles

Driving a car on campus is a privilege for eligible students, not a right. In order to ensure the safety of other students, those who drive to school must exercise extreme caution on the school grounds and on the approaches to the school. There is a 10-mile-per-hour speed limit on campus at all times. Drivers must comply with school traffic patterns.

Students must lock their cars. Students must not return to any car until it is time to leave unless permission is given from the Administration.

A student who abuses the driving rules on campus may lose this privilege.

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

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. Parents must personally contact school officials in charge of the event. Class trips, athletic or literary team trips, or any other trip organized under the direction of the Brentwood School Administration is considered a school trip. **School rules apply for all school trips.**

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. 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.

Assemblies

Brentwood students are traditionally known by their deportment and have impressed countless visitors to our campus in a positive way. Seniors should lead other classes to and from Upper School assembly programs. **All classes should sit with their teacher and be accompanied by their teachers.** Designated seating areas should be observed. Some assemblies may require special dress.

School Pictures

Individual school pictures are made in August or September. Senior pictures are made in the summer before school begins. Class group pictures are made later in the year.

School Yearbook

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.

Use of Facilities

Any use of school facilities other than assigned usage must be cleared with the Athletic Director, Facilities Director, or Head of School. In like manner, any borrowing of school equipment must be authorized and signed for in the school office from the same administrators listed above.

School Telephone

Students may use the school phone with permission. If a medical **emergency** telephone call has to be made, a teacher must either make the call for the student or give the student permission to make the call.

Standardized Testing

Standardized testing is given in Kindergarten through 8th grade. The PSAT is given in grades 9–11. Every student must take the SAT and/or ACT at least once before graduation. The ACT is optional for 10th-grade students and required for all 11th-grade students. Additional testing may be required for students wishing to enroll in any dual-enrollment courses offered in partnership with a college.

Testing

Nine-weeks tests cover the first and third quarter's work and count as 20% of the quarter's grade for grades 7–12 and 10% of the quarter's grade for 6th grade. Semester tests are given in grades 6–12. First-semester tests cover the 1st and 2nd quarters' work and count 20% of the semester average for grades 7–12 and 10% of the semester average for 6th grade. Second-semester tests cover the 3rd and 4th quarters' work and count 20% of the second-semester average for grades 7–12 and 10% of the second-semester average for 6th grade.

No exemptions from semester exams are allowed except for the following:

- Seniors who are eligible for participation in the Independent Senior Project program are exempt from second-semester exams.
 - Students in grades 6–12 may exempt the second-semester exams in classes for which all of the following requirements are met:
 - A student must have a 90 or above overall average in all three preceding quarters.
 - A student must have a 90 or above average in a class as calculated a week prior to the beginning of the exam.
 - A student may have no more than ten (10) absences in that class during the school year. Exceptions may be made at the discretion of Administration. Any exception request must be made in writing to the Head of School.
 - A student must have no disciplinary issues.
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Grades

Report cards will be available after each quarter. Grades will be available throughout the year. If a student's fees are not up-to-date, grades will be withheld until arrangements have been made concerning the unpaid balance.

Grading Scale for Grades 6–12

A	100 – 90
B	89 – 80
C	79 – 70
F	Below 70 is failing

Note: Numerical averages for academic classes are recorded on the report card and on the permanent record. Letter grades will be used for physical education, yearbook, etc.

Promotion Requirements

Grades 6–8

A student in grades 6, 7, or 8 who fails two academic subjects may not be promoted. Eighth graders enrolled in high school courses must make up failed high school courses within one school year.

Grades 9–12

In grades 9–12, promotion and the awarding of credit are based on successful completion of required coursework (see Graduation Requirements). A student who does not earn sufficient credit may be required to recover credit before advancing and may have promotion withheld until requirements are satisfactorily completed.

Graduation Requirements

Brentwood graduation requirements are designed to meet entrance requirements for admission to the University System of Georgia institutions and to private and out-of-state institutions of comparable excellence, as well as for the HOPE scholarship requirements.

In order to graduate from Brentwood School, a student must submit to the school, prior to graduation, at least one SAT or ACT score and must apply to at least one college or university.

In order to receive a college-preparatory diploma or a high school diploma from Brentwood School, a student may not make up more than a total of two units of credit. If credit recovery is necessary, the student and a parent or guardian must complete the required credit-recovery paperwork. This paperwork, which contains the details of credit recovery, can be obtained from the school administration.

Any senior who is failing one or more courses at any time between the end of the third quarter of the senior year and graduation will not be allowed to participate in any senior class graduation activities sponsored by Brentwood School until such time as he or she is passing all

courses. These graduation activities include, but are not limited to, the following: alumni luncheon, cap and gown parade, honors day, baccalaureate, and graduation.

These requirements are minimal. All students in grades 9–12 are required to take at least one Math course and one Science course for every semester enrolled at Brentwood School.

4	English
4	History / Social Sciences
4	Math
4	Science
2	Foreign Language
6	Electives
1	Physical Education
25	Total

Community Service Requirements

A Brentwood student believes in the mission of the school, and a part of that mission is to help students develop an awareness of the needs of others. The community service requirement helps to ensure that each Brentwood high school student gives back to the community and helps to make the world a better place for all. Students in grades 9–12 must perform a minimum of ten hours of community service each year in order to be promoted to the next grade or, for seniors, to be eligible for graduation.

Students may perform community service during the summer before each grade, during the school year, and through the first week of June after each grade. By the end of the first week of June after each grade, each student must have completed ten hours. Hours must be turned in during the quarter they are earned. Hours earned during the summer should be turned in during the 1st quarter.

Brentwood will provide lists of ideas and contacts for students to consider, as well as a complete explanation of the requirement and the appropriate forms to be signed by an adult at the place of service. Students are encouraged to generate their own ideas but do need to have school approval for the hours before they are performed.

Student Support

Brentwood School is committed to supporting the academic, social, emotional, and future success of every student. The school counselor works with students and families to provide academic advising, college and career planning, course-selection assistance, and guidance regarding post-secondary opportunities.

In addition to the school counselor, Brentwood's teachers, coaches, administrators, and staff serve as an important support network for students. These individuals work closely with students to help address academic struggles, learning challenges, organizational skills, stress

management, social concerns, and other issues that may impact a student's success and well-being.

Brentwood School encourages students and families to seek assistance whenever challenges arise. Faculty and staff strive to build positive relationships with students and provide encouragement, guidance, accountability, and support throughout their 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, coaches, administrators, and the school counselor. Together, these partnerships help ensure that students are equipped to thrive academically, socially, emotionally, and personally. Brentwood School recognizes that student wellness is an important component of academic success and encourages families to seek assistance when concerns arise.

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.
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Laptop Computer Use Policy

Personal laptops, iPads, and other internet-accessing devices are not permitted at school. School-provided devices may be used only in classrooms in which teachers have given permission. Laptops are not allowed in the cafeteria during lunch or break, or in bathrooms or locker rooms.

Any electronic device content, including computers, notebooks, phones, etc., may be searched by Brentwood School administration when reasonable suspicion exists. Brentwood School reserves the right to inspect school property and, when reasonable suspicion exists, personal property brought onto campus.

Inappropriate use of any electronic device will result in disciplinary action.

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 subject to the school's policies, administrative regulations, and student responsibilities that are assumed when engaging in privileged access. If a student violates any of the provisions, 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: 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; communicates a serious expression of intent to commit an act of unlawful violence; 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. 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, or use any school system to do so to property belonging to others. I understand that I will 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 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 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, 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.
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.

Cell Phone Policy

It is incumbent upon the school to create an environment that is conducive to learning, to encourage healthy interaction and communication with others, and to focus on academic studies and other school-related responsibilities and activities.

As always, the school office phone is available to students who need to contact a parent in case of an emergency. There are phones in each building that students would have access to in case of an emergency.

All Grades:

- Cell phones may not be used or kept on a student's person during the school day. Exemptions to this rule are granted on a case-by-case basis by faculty or staff.
- Student cell phones are not allowed on local field trips during the school day.

- Specific instructions will be given to students by Administration/Coaches/Sponsors on the procedures regarding cell phone storage and approved use during the school day, out-of-town trips, and events (including athletic, literary, etc.).
- If a student has a cell phone on campus, the phone will be placed and stored in the cell phone cart.
- If a situation warrants, the Head of School or his/her designee may grant special permission for student cell phone use at any time.

Consistent with the school's mission and to maintain a focused learning environment, Brentwood does not permit students to possess a cell phone on their person during the school day.

Cell Phone Policy Enforcement & Consequences

If a student is found to be in possession of a cell phone during the school day, the phone will be confiscated by faculty or staff and the following consequences will apply:

- **First Offense** — \$50 fine assessed to the student's family; parent notification; parent must pick up the phone at the conclusion of the school day.
- **Second Offense** — \$100 fine assessed to the student's family; parent notification; parent must pick up the phone at the conclusion of the school day.
- **Third Offense** — \$100 fine assessed to the student's family; parent notification; parent must pick up the phone at the conclusion of the school day; parent and student must meet with the Head of School to address the continued violation. Additional disciplinary action, including suspension or more severe consequences, may be enforced at the discretion of the Head of School.

All fines are payable to Brentwood School.

Daily Phone Procedures

- Students must place their cell phone in the **Phone Cart immediately upon the start of the school day.**
- **The school day begins upon the student's arrival to campus.** Students should report directly to the Phone Cart and then to their Homeroom.
- Students must place their phone in the **assigned and labeled slot** in the Phone Cart.
- Phones **may not** be left in vehicles.
- If a parent has confiscated their child's phone and it remains at home, this must be communicated to the school **prior to the next school day.**

Smart Watches:

Smart watches are not permitted at school. Exemptions to this rule are granted on a case-by-case basis by faculty or staff. Failure to follow these guidelines will result in disciplinary consequences. Parents who need to contact students during the school day should call the School Office.

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.**
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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.

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

Concussion and head injury. In accordance with GIAA guidelines, any student-athlete who exhibits signs or symptoms of a concussion will be removed from practice or competition and may not return until cleared in writing by an appropriate healthcare provider. Parents and student-athletes must review and sign the required concussion, sudden cardiac arrest, and heat-illness awareness forms before participation.

Lunchroom, Break, and General Department

1. The grounds of the school are to be maintained and kept clean; therefore, all trash should be disposed of properly.
 2. No student should go into the gym during break and lunch. During inclement weather, students should stay in the lunchroom.
 3. In good weather, students in grades 6–12 may go outside with supervision.
 4. Students may bring lunches with them from home as they come to school in the morning. Students may not receive any other food delivered during the school day (see Deliveries).
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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.

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.

Bullying is repeated exposure over time to negative actions in which 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 (cyberbullying).

Reporting

Students and parents are encouraged to report concerns regarding safety, harassment, bullying, discrimination, or student wellbeing to a teacher, counselor, coach, administrator, or the Head of School. Reports may be made verbally or in writing. 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. Appropriate documentation will be maintained. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge.

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 Dean of Students or the Assistant 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. 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, 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 school counselor or the Director of Teaching and Learning. 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. Visitors must comply with all safety procedures, including signing in at the school office.

Code of Conduct and Discipline

Brentwood School policy assumes that, because each student has chosen to enter Brentwood, he or she comes with a **proper attitude and a desire to conform to this school's codes and traditions**. Brentwood students are expected to recognize that they have responsibility for their personal conduct and for the wellbeing of the whole school community. The disciplinary system's most important purpose is to serve as an instrument of education and harmony. Disciplinary consequences are imposed to help the student understand the value of his or her word, the importance of responsibility toward others, and the earnestness of his or her dedication to the ideals of Brentwood. The faculty and/or Administration will make a final evaluation of conduct involved, and consequences will depend upon the severity of the infractions.

Brentwood School reserves the right to inspect school property and, when reasonable suspicion exists, personal property brought onto campus.

The following are considered violations of the Code of Conduct:

1. **Dangerous weapons** are absolutely prohibited on the Brentwood campus or at any Brentwood-sponsored activity. Anyone who brings such weapons to campus or handles them on campus endangers the safety of the whole Brentwood community. Violations will be handled by the Head of School and may be reported to the police.
2. **Drugs and alcohol** or any paraphernalia related to these substances are not permitted on the Brentwood campus or at any Brentwood-sponsored activity. Purchase, possession, consumption, or distribution of illegal drugs or alcohol, or any related paraphernalia, will not be permitted. Those buying, possessing, using, or distributing illegal drugs or alcohol, and those buying, distributing, or abusing legal drugs, will be subject to disciplinary action at the discretion of the administration. Students under the influence of drugs or alcohol will not be permitted on the Brentwood campus or at any Brentwood-sponsored activity. Brentwood School has the right to require a drug test, at the student's expense, at any time for reasonable suspicion. Refusal to submit may be grounds for dismissal. The school believes that parents should be at home when their children entertain, be available during the party, and be aware of the party's progress until it ends. Because consumption of alcohol by those under age 21, and serving alcohol to those under age 21, is illegal, Brentwood School unequivocally condemns this practice. The school believes that serving alcoholic beverages to guests under the age of 21, or allowing such guests to consume alcoholic beverages in one's home, is irresponsible and may create a liability in the case of accident or injury involving such guests or others.
3. **The possession or use of tobacco products** in any form, including vaping or "juuling," by a student is not permitted on the Brentwood campus or at any Brentwood-sponsored activity.
4. **Insubordination, disrespect, profanity and abusive language, or insolence** toward Brentwood faculty or staff members is not tolerated.
5. **Cheating** (giving or receiving information—including copying homework), **plagiarism, stealing, and lying** are classified as honor offenses. These honor offenses are serious reflections of one's character and are considered very grave infractions of the Brentwood Honor Code.
6. **Bullying** of any sort will not be tolerated. True bullying is repeated exposure over time to negative actions in which 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.
7. **Harassment** will not be tolerated. A student is guilty of harassment if he or she persistently pesters, attacks, or bothers another student through negative teasing or other bothersome remarks or actions.
8. **Sexual harassment** will not be tolerated, as defined in the Anti-Harassment, Anti-Bullying, and Reporting Procedure section above.
9. **Students are expected to be in class on time** with the appropriate books and materials. During class, students are expected to behave appropriately and give the class work their full attention. Assignments should be completed on time. Students who are absent are responsible for any material missed and for completing missed assignments within three school days.

10. Any student who is on campus but not in his or her assigned class or area will be sent to Administration for reprimand.
11. **Destruction or defacement of school property** is considered a serious offense. Damage caused by a student shall become the responsibility of that student and his or her parents.
12. **Public display of affection** is not considered appropriate.
13. **Eating** inside the classroom is not allowed.

For violations of the Code of Conduct, the following may be considered:

1. **Detention** will be assigned as a situation or offense warrants. The day, time, and detention activity will be determined by the Dean of Students, who oversees detention.
2. **In-School Suspension** is a serious form of punishment lasting a stipulated amount of time. While serving in-school suspension, a student must attend school but may not go into the Upper School Building without express consent of the Head of School. The student will complete all work assignments in a designated room separated from other students. Students must attend all team practices and fulfill other school-related obligations.
3. **Out-of-School Suspension** is a very serious form of punishment. The Head of School has sole authority to suspend a student for up to five days. A student under suspension is still responsible for all work missed and will not be allowed to participate in any extra-curricular activities, social events, athletic or literary practices or competitions, or any other Brentwood activities.
4. **Probation** is a serious form of punishment lasting a stipulated amount of time. While on probation, a student must be in good standing and good behavior during the course of the probation period. The student cannot violate the terms of the probation; if they do, they may be expelled. The Head of School will make the final decision on expulsion.
5. **Expulsion** is the most serious form of punishment and denies all Brentwood privileges to the expelled student. The Head of School has sole authority to recommend that a student be expelled.

Disciplinary Actions

It is not feasible for every possible rule and consequence to be outlined in the student-parent handbook. Therefore, the administration reserves the right to consider disciplinary actions as it deems fit and appropriate.

Dress Code for Grades 6–12

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 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 take grade-appropriate disciplinary action when a student repeatedly violates the dress code.

All Fridays are Spirit Days unless noted otherwise, which may require specified attire that deviates from this dress code and has been approved by the administration.

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 closed-toed 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 closed-toed 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 for Grades 6–12

- All students in grades 6–9 are required to wear the Brentwood School-sanctioned uniform for physical education classes. Uniforms may be purchased at the Brentwood Spirit Store.
- Students must wear school dress-code attire when they return from P.E. to an academic building.
- Students must wear athletic-type shoes for P.E.

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.

Honor Code

Mission Statement. The chief purpose of Brentwood's Honor Code is to create and maintain within each member of the Brentwood community the proper attitude toward honor and honorable living, so that throughout one's daily activities and interactions a spirit of fair play and truth is encouraged while dishonorable conduct is not tolerated.

Philosophy

Four Guiding Principles

To accomplish the mission of the Honor Code, every member of the Brentwood community pledges to follow and uphold the Honor System's four guiding principles:

- I will not lie.
- I will not cheat nor plagiarize.
- I will not steal.
- I will expect honorable behavior from myself as well as from my fellow students.

The Honor Pledge. The Honor Pledge, a reminder and reaffirmation of student awareness of honor, is the most visible part of the Honor Code: "On my honor as a Brentwood student, I pledge that I have neither given nor received any assistance on this assignment." *On my honor* is the key to Brentwood's Honor Code.

A Call to Action

Personal Honor. Each member of the Brentwood community is responsible for adherence to the Honor Code. Being honest is an agreement that implies faith and trust in each other. Adherence includes not only refraining from conduct such as lying, cheating, and stealing, but also understanding the types of conduct that are unacceptable and thus prohibited by the Code. Upon becoming aware of any Honor Code violation, students should take action by reporting the violation to faculty or administration.

Lying

Definition: Any action, appearance, or statement which an individual knows—or should know—to be untrue, given with the intention to deceive. Examples include, but are not limited to: changing or falsifying any official form, graded assignment, sign-out sheet, permit, or excuse to gain advantage or deceive; giving false impressions to gain advantage; submitting another's efforts as one's own; any form of deceit or falsehood in an oral or written statement; forgery; and lying by omission. The unauthorized use of Artificial Intelligence (AI) to aid in one's academic assignments, in violation of teacher instructions, is a form of lying and an Honor Code violation.

Cheating

Definition: Using or attempting to use unauthorized assistance or advantage in academic work that is submitted as one's own individual effort, or giving such assistance to others. Examples include: pretending work has been done without the authorized assistance of another; receiving

unfair information about tests, exams, or assignments prior to starting them; revealing test or quiz questions to others; and allowing one's academic work to be used in place of another's.

Stealing

Definition: Taking or attempting to take property, whether physical or intellectual, without right or permission. Borrowing is obtaining something with a clear understanding between owner and borrower for returning or replacing it; if a mutual understanding is not present, the action is stealing, whether the intention is to borrow or steal.

Plagiarism

Definition: Theft is a violation of the Honor Code, and plagiarism (from the Latin meaning "to kidnap") is a form of theft. Any time a writer copies the exact words of any source—from a published article to a friend's notes—he or she is required to put the copied words inside quotation marks and to attribute them to the source used. Unauthorized use of Artificial Intelligence (AI), in violation of teacher instructions, also constitutes plagiarism and an Honor Code violation. The teacher will give specific instructions in this regard.

Signing the Pledge

At the beginning of the school year, each individual will write out and sign a pledge to follow the Four Guiding Principles. Throughout the year, students will write the Honor Code Pledge and sign their names in the space provided on nine-weeks and semester examinations, papers, and other major assignments.

Re-enrollment for the Next School Year

Re-enrollment of Brentwood's current students for the following school year is in February. A student must be registered with a signed contract in order to participate in all activities after May related to the next school year.

Brentwood Eligibility Requirements

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

1. Students in grades 6–12 who participate on a team (athletic, literary, etc.) must meet all Brentwood and GIAA eligibility requirements, including but not limited to the following:
 - A regular student taking five or more full units of work.
 - A student who is not a transfer (migrant) student of less than one calendar year standing. Any student who changes school after entering the 9th grade is considered a transfer student. A student whose parents have moved their place of residence so that they are located nearer to the school to which they are transferring is eligible immediately, and remains eligible for as long as the student and parents

maintain residence (up to 90 regular school days). Students entering the eighth grade for the first time are eligible.

- A student who has passed at least five full academic courses the semester immediately preceding participation, four of which must be core academic courses.
 - A student whose deportment satisfies the requirements of the school authorities.
 - A student who has not attained his or her 19th birthday prior to May 1 preceding the school year of participation.
 - A student who is listed on a properly certified eligibility list.
2. 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 Head of School.
 3. Brentwood School follows the GIAA academic eligibility guidelines for students participating in interscholastic activities. A student who has passed five unit subjects for the first semester is eligible for the second semester. A student who passes five subjects, or their equivalent, for the second semester or for the year is eligible for the following year. Of the five unit subjects, three must be in the following areas: English, Foreign Language, Science, Social Science, Mathematics, Religion, and Business Education. Teacher's aide, office aide, or their equivalent are excluded from credit.

Students failing to pass the required five unit subjects for the first semester may become eligible at the end of the third nine-weeks grading period if they were passing the required five unit subjects at that time. Students failing to pass the required five unit subjects for the second semester may become eligible on the last day of summer school (if the credit is successfully completed) or the first day of the second nine weeks (if the student has not yet been awarded the necessary credit). Students must have passed at least three (3) subjects at the semester to gain eligibility in this manner.

4. A student who becomes ineligible during a season will turn in the school uniform, will not attend any practices, and will relinquish his or her right to any and all awards.
5. Students are expected to be present on the day of the competitive event. Students who are at school until 12:00 p.m. or who arrive at school by 11:00 a.m. will be counted present. Special circumstances will be handled by the Head of School on a situational basis.

Eligibility Requirements for Beta Clubs and National Honor Society

Junior and Senior Beta Club

Standards of membership in the Brentwood Chapter of the National Junior Beta Club and Senior Beta Club must conform to the general features laid down in the National Constitution and, in all cases, must be approved by the Head of School.

- Junior Beta Club members are selected from grades 6, 7, and 8.
- Senior Beta Club members are selected from grades 9–12.
- The scholastic requirement for membership in these chapters shall be an overall average of 90.

A member of the Senior Beta Club will be dropped from membership if his or her scholastic average falls below 88. A Junior Beta Club member will be dropped from membership if his or her scholastic average falls below 90.

National Honor Society

Membership in the National Honor Society is both an honor and a responsibility. Students from grades 10–12 elected to membership are expected to demonstrate qualities of scholarship, service, leadership, and character. One must have a cumulative average of 92 to be invited into the National Honor Society and then maintain an average of 90 to remain throughout high school. A member may be placed on probation for one semester if his or her scholastic average falls below 90. If he or she fails to recover a cumulative average of 90, he or she is dropped from membership.

Student Recognitions

1. **Honor Graduates.** Seniors eligible to become Honor Graduates will be preliminarily identified at the end of the first semester and finalized at the end of the third quarter. Those students with an overall average of 90 in academic subjects will be named to the Honor group and announced on Honors Day. Eighth-grade Honor Graduates are announced at Middle School Graduation.
2. **Valedictorian and Salutatorian.** For grades 9–12, the Valedictorian will be the student with the highest GPA and the Salutatorian the student with the second highest GPA. A student must have attended Brentwood School at least two out of four high school years to be eligible, and only grades earned at Brentwood School will count in the calculation. For grades 6–8, the Valedictorian will be the student with the highest GPA; a student must have attended Brentwood School two of the three years to be eligible, and only grades earned in grades 7–8 will count. Salutatorian is not awarded in Middle School.
3. **Senior Superlatives.** The faculty selects 20% of the senior class.
4. **Mr. and Miss Brentwood.** Students in grades 6–12 vote for their choice for Miss Brentwood and Mr. Brentwood from a roster of senior girls and senior boys.
5. **Senior Favorites.** The annual staff determines the categories. The senior class votes for favorites.
6. **Class Representatives.** Students in grades 6–11 elect one boy and one girl as Most Representative for their grade for the yearbook.
7. **Homecoming Court.** All girls in the senior class will be presented as the Homecoming Court (no grade 9–11 representatives). Homecoming Queen will be determined by grade 9–12 secret-ballot voting from a roster of all senior girls who wish to participate.
8. **Class Officers.** Class officers will be elected at the beginning of the school year.

Requirements for Earning a Brentwood Varsity Letter

Football

- Participation in one-third of all quarters of games scheduled.

- Recommendation of the coaching staff for meritorious service to Brentwood, or, if injured, attends most practices and all games.
- An award to a senior for loyal service during his or her years of eligibility, upon recommendation of the coaching staff.

Basketball

- Participation in one-third of all quarters of games scheduled.
- Recommendation of the coaching staff for meritorious service to Brentwood, or, if injured, attends most practices and all games.
- An award to a senior for loyal service during his or her years of eligibility, upon recommendation of the coaching staff.

Baseball

- Participation in one-third of the total innings played during the regular season.
- Recommendation of the coaching staff for meritorious service to Brentwood, or, if injured, attends most practices and all games.
- An award to a senior for loyal service during his or her years of eligibility, upon recommendation of the coaching staff.

Track

- Earn a point in the region track meet.
- Recommendation of the coaching staff for meritorious service to Brentwood, or, if injured, attends most practices and all meets.
- An award to a senior for loyal service during his or her years of eligibility, upon recommendation of the coaching staff.

Golf

- Top four scorers who contribute to Brentwood team's score.
- Recommendation of the coaching staff for meritorious service to Brentwood, or, if injured, attends most practices and all matches.
- An award to a senior for loyal service during his or her years of eligibility, upon recommendation of the coaching staff.

Tennis

- Top four players at the end of the season.
- Any player who has participated in one-half of all scheduled matches.
- Recommendation of the coaching staff for meritorious service to Brentwood.
- An award to a senior for loyal service during his or her years of eligibility, upon recommendation of the coaching staff.

Cross Country

- Earn a point in the region meet.
- Recommendation of the coaching staff for meritorious service to Brentwood, or, if injured, attends most practices and all meets.
- An award to a senior for loyal service during his or her years of eligibility, upon recommendation of the coaching staff.

Softball

- Participation in one-third of the total innings played during the regular season.

- Recommendation of the coaching staff for meritorious service to Brentwood, or, if injured, attends most practices and all games.
- An award to a senior for loyal service during his or her years of eligibility, upon recommendation of the coaching staff.

Clay Target Shooting

- Participate in at least one GIAA-sanctioned competition during the season.
- Recommendation of the coaching staff for meritorious service to Brentwood, or, if injured, attends most practices and competitions.
- An award to a senior for loyal service during his or her years of eligibility, upon recommendation of the coaching staff.

Managers

- Recommendation of the coaching staff for meritorious service to Brentwood.

Cheerleading

- Participate in one varsity cheer season, including Sideline Cheer, Competition Cheer, or Gameday Cheer.
- Recommendation of the coaching staff for meritorious service to Brentwood, or, if injured, attends most practices and events.
- An award to a senior for loyal service during his or her years of eligibility, upon recommendation of the coaching staff.

Literary

- Any participant placing first or second in Region Literary competition.
- Any participant placing first in State Literary competition.
- Recommendation of the sponsor for meritorious service to Brentwood, or, if unable to compete due to illness or injury, attends most practices and competitions.

Chapel

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

Daily Schedule (2026–2027)

Grades 6–8		Grades 9–12	
HR	8:00 – 8:10	HR	8:00 – 8:10
1	8:14 – 9:04	1	8:14 – 9:04
2	9:08 – 9:58	2	9:08 – 9:58
B	9:58 – 10:14	B	9:58 – 10:14
3	10:18 – 11:08	3	10:18 – 11:08
4	11:12 – 12:02	4	11:12 – 12:02
L	12:02 – 12:37	5	12:06 – 12:56
5	12:41 – 1:31	L	12:56 – 1:31
6	1:35 – 2:25	6	1:35 – 2:25
7	2:28 – 3:08	7	2:28 – 3:08

Chapel Schedule (2026–2027)

Grades 6–8		Grades 9–12	
HR	8:00 – 8:10	HR	8:00 – 8:10
1	8:14 – 9:00	1	8:14 – 9:00
2	9:04 – 9:48	2	9:04 – 9:48
C	9:48 – 10:30	C	9:48 – 10:30
3	10:34 – 11:20	3	10:34 – 11:20
4	11:24 – 12:08	4	11:24 – 12:08
L	12:08 – 12:43	5	12:12 – 12:56
5	12:47 – 1:31	L	12:56 – 1:31
6	1:35 – 2:25	6	1:35 – 2:25
7	2:28 – 3:08	7	2:28 – 3:08

Parent Expectations, 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 at Brentwood School 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. Parents are encouraged to communicate concerns promptly and constructively and to work collaboratively with school personnel toward positive solutions.

When a question, concern, or complaint arises regarding a classroom matter, academic issue, student behavior, grading concern, athletic participation, or other school-related matter, communication should begin with the teacher, coach, or sponsor directly involved. Most concerns can be resolved through respectful communication between the parent, student, and school personnel. Parents should allow a reasonable amount of time for responses, recognizing that faculty and staff balance teaching responsibilities, coaching duties, school events, and other professional obligations.

Parents are asked not to address concerns during student drop-off, pick-up, athletic events, performances, or other school functions. Conferences should be scheduled in advance so that all parties have adequate time to discuss matters appropriately and without interruption.

If a concern cannot be resolved through direct communication, or if a conference involving school administration is desired, parents should contact the appropriate divisional administrator to schedule a meeting involving the parent, teacher, coach, sponsor, and administrator as appropriate.

- For students in Early Pre-K through 5th Grade, parents should contact the Lower School Director.
- For students in Grades 6–12, parents should contact the Director of Teaching and Learning.

Brentwood School believes concerns should be addressed at the lowest appropriate level before involving additional school personnel. Administrators will generally ask whether communication with the teacher, coach, or sponsor has occurred before becoming involved. If a resolution is not achieved through the divisional administrator, the matter may then be referred to the Head of School.

Athletic and Extracurricular Participation

Participation in athletics and extracurricular activities is a privilege that provides valuable opportunities for growth, leadership, teamwork, and character development. Parents are encouraged to support students, teammates, coaches, sponsors, officials, and school personnel in a positive and respectful manner. Decisions regarding playing time, positions, lineups, team selection, strategy, disciplinary action, performances, participation, 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

Brentwood School recognizes that social media and other forms of electronic communication are widely used by families. 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, defamatory, 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 wellbeing of students, faculty, staff, or families.

As an independent school, Brentwood School reserves the right to deny or discontinue enrollment when the administration and/or Board of Directors determines that a family's actions, behavior, or unwillingness to support the mission, policies, and expectations of the school have made a productive partnership no longer possible.

The goal of these expectations and procedures is to foster understanding, maintain positive relationships, preserve confidentiality, and arrive at solutions that support the best interests of the student and the Brentwood School community.

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

STUDENT HANDBOOK ACKNOWLEDGMENT



We have read the ***Brentwood Upper School Student Handbook*** for grades 6–12 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.*