

# BROOKSTONE SCHOOL

## STUDENT AND PARENT HANDBOOK

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Web Page	<a href="http://www.brookstoneschool.org">www.brookstoneschool.org</a>
Emergency After Hours Security	706-392-2733

### Accreditation & Memberships:

*Accreditation:* Southern Association of Independent Schools (SAIS)/  
Southern Association of Colleges & Schools (SACS),  
Dual Accreditation

*Memberships:* Georgia Independent School Association (GISA)  
National Association of College Admission Counselors (NACAC)  
National Association of Independent School (NAIS)  
Southern Association of College Admission Counselors (SACAC)  
Southern Association of Independent Schools (SAIS)  
Secondary School Admissions Test Board (SSATB)  
The Greenleaf Center for Servant Leadership

Brookstone School admits students of any race, color, gender, national and ethnic 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, gender, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

# MISSION STATEMENT

Brookstone School, a college preparatory school founded in the Judeo-Christian tradition and committed to academic excellence, endeavors to develop in its students a foundation for lifelong learning, integrity, personal responsibility, mutual respect, and service to others.

## BELIEFS

- Quality instruction provided by an expert, caring faculty
- A comprehensive, sequenced, and balanced curriculum
- High expectations for academic performance
- High expectations for appropriate behavior within and outside the school
- Development of all dimensions of the individual: intellectual, emotional, spiritual, physical, aesthetic, and athletic
- Recognition, encouragement, and support of diverse talents and intelligences
- Development of individual responsibility, self-direction, and active learning
- A solid value system supported by and reflected in the Honor Code
- Extension of scholarship beyond the classroom through extra-curricular opportunities and activities
- Support of ethnic, religious, socio-economic, and political diversity
- Cooperation and mutual regard among all members of the community: trustees, faculty, administration, staff, parents, alumni, and students
- Student partnership and participation in appropriate areas of decision making
- Proficiency in the use of the latest technology
- Ongoing faculty and staff development
- Functional, safe, aesthetic, and well-maintained surroundings
- Commitment to Brookstone's role in the local and global communities, instilling a sense of service and involvement that will produce excellent leaders and citizens

## SCHOOL CORE VALUES

### **“Loyalty, Courage, Wisdom”**

These words, emblazoned on our school crest, symbolize Brookstone’s three foundational virtues. At Brookstone, “loyalty” means faithfulness to our common values and to each other. “Courage” refers both to our willingness to push ourselves beyond our comfort zones to moral courage to stand for what we know to be right. We embrace the concept of “wisdom” as opposed to knowledge because we understand that wisdom is the result of the sapient use of knowledge.

### **Commitment to Excellence**

The pursuit of excellence that has characterized Brookstone since its founding extends to all aspects of School life, and is viewed as the effort to do our best and to continually improve both individually and corporately.

### **Servant Leadership**

Brookstone encourages the development of servant leadership as a lifelong characteristic of our students and as the ideal model that best meets the needs of our School community, our nation, and the world.

### **Respect for Oneself and Others**

Brookstone holds that mutual respect is the foundation of our School community, and that our respect for others leads us to serve them and to embrace diverse peoples and cultures.

### **Personal Responsibility**

Brookstone requires each person to be accountable for his or her actions. We all share responsibility for the welfare of the greater School community.

## What Parents Should Expect From the School

1. The School understands that an effective partnership with parents is characterized by clearly defined responsibilities, mutual respect, open lines of communication, support of the School Mission, adherence to the Honor Code, and a commitment to uphold the Core Values by those employed by the School.
2. The School will communicate with parents in a timely and appropriate manner, including report cards, conferences, public forums, and notification of School news and special events. Parents can expect timely notification if a child is encountering academic difficulties and will be kept informed of follow-up plans and strategies to support the child. The School will inform parents as soon as possible if there is a serious disciplinary infraction involving their child.
3. The School will provide an excellent and thoughtful college-preparatory education taught by qualified teachers in an environment that is supervised, supportive, and welcoming for both students and their parents.
4. The School will clearly define and communicate acceptable standards of behavior for students and parents; faculty, staff, and administrators will model civility, integrity, and good sportsmanship.
5. The School will treat students and parents with respect and courtesy.
6. The School will seek to recognize each student as an individual and will seek to establish a positive partnership with every family in the School community.
7. The School will apply and enforce its rules and policies in a fair, consistent, and equitable manner.
8. The School supports a commitment to lifelong learning through educational opportunities for students, parents, and teachers.
9. The School will exercise responsible stewardship in all of its financial operations and fundraising activities.
10. The School values parents’ understanding and perspective of their child’s life experiences and potential.
11. The School will strive to ensure student’s/family’s rights of privacy in all of its communications and administration of School business.

## What The School Expects From Parents

Parents understand that an effective partnership with the School is characterized by clearly defined responsibilities, mutual respect, open lines of communication, support of the School Mission, adherence to the Honor Code, and a commitment to uphold the Core Values.

Parents will communicate with the appropriate school officials in a responsible and timely manner to register concerns or dissatisfactions, seeking to separate facts from rumors, while maintaining confidentiality. By communicating directly with the School, parents are able to work with those best able to seek a collaborative solution to their concerns and problems. In addition, parents will share with the School any religious, cultural, medical or personal information that the School may need to best serve their children.

Parents will seek a healthy balance between high academic and extracurricular expectations for achievement and realistic goals for their children based on aptitude and effort.

Parents will model civility, integrity, and good sportsmanship at School and at all School-sponsored functions.

Parents will treat members of the School's faculty and staff with respect, and will show the courtesy to address the appropriate person if a situation at school requires attention.

Parents will seek and value the School's perspective on their children, understanding that adversity is a natural part of life and is necessary for every child's growth and development.

Parents will support the School in the application and enforcement of its rules and policies, especially those governing the use of drugs and alcohol by students, and will obey the laws of the state of Georgia, including those which prohibit serving alcoholic beverages to anyone under the age of 21. Furthermore, parents will hold their children accountable for inappropriate behavior and infractions to School rules and policies.

Parents will encourage lifelong learning by providing a home environment that supports the development of positive learning attitudes and habits on the part of their children.

Parents will meet their financial responsibilities to the School in a timely manner and will participate at an appropriate level for their family in school-wide fundraising activities. When financial concerns arise, parents will contact the School's Business Office to work out a reasonable solution.

Parents will recognize and acknowledge the expertise and professionalism of the faculty and their ability to teach and guide the students under their care and supervision.

Parents will respect the privacy of all individuals connected with the school, and will not disseminate information of a confidential nature about the School, its students, or its personnel in any form, including electronic, written, or verbal. Parents will stress the importance of this practice with their children.

## SCHOOL MISSION

Brookstone School, a college preparatory school founded in the Judeo-Christian tradition and committed to academic excellence, endeavors to develop in its students a foundation for lifelong learning, integrity, personal responsibility, mutual respect, and service to others.

## SCHOOL HONOR SYSTEM

Brookstone is a community that believes strongly in the concept of honor. Each student is expected to have a high sense of personal integrity in interactions with other students and in all school-related matters. With regard to academic integrity, students are reminded that Brookstone expects its students to embrace and follow the following statement: *"As a Brookstone student, I will neither lie, cheat, steal nor tolerate any of these acts."*

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# I. Financial Information

## Tuition and Fees – 2010-2011

Pre-Kindergarten	\$6,980.00
Kindergarten, Grades 1 & 2	\$11,240.00
Grade 3	\$12,600.00
Grades 4,5,6,7,8	\$13,130.00
Grades 9,10,11,12	\$13,350.00

Tuition charges include lunches for grades kindergarten through twelve, insurance, testing (except AP exams), laboratory fees, Lower/Intermediate School supply fees and Lower/Intermediate School book rental fees. Academic materials and the yearbook (*Laureate*) are charged separately. Middle and Upper School students pay an annual book rental fee.

Tuition is payable as follows: the enrollment deposit is due upon submission of Enrollment Contract. The balance of the tuition is due in three installments, the first being due on July 1, 2010, the second due on November 1, 2010, and the third due on February 1, 2011. You may apply for a loan that Brookstone will arrange for the payment of the tuition. If approved, the loan can be arranged for eleven (11) or twelve (12) equal monthly installments at an interest rate of 5.5% plus a \$200 loan fee.

Parents have the option to use VISA/Master Card to pay monthly account bills, but not for tuition payments. For your convenience you may fill out a signature-on-file card if you would like for us to automatically charge your VISA/Master Card each month. If you are interested in using the signature on file method of payment, please contact the Business Office for the necessary forms.

### 1. Books

Middle and Upper School students will be issued textbooks in the classroom. A book rental fee of \$225 for 6<sup>th</sup> through 8<sup>th</sup> grades, and \$400 for 9<sup>th</sup> through 12<sup>th</sup> grades will be charged to the student's account in September. The book rental fee will be all inclusive. This means that all paperback novels, workbooks, and textbooks are included in the rental fee. The parent will reimburse the school for any lost, destroyed, or misused books based on the full replacement cost.

### 2. Extended Day Fees

The cost of Extended Day is \$5 per hour, billed by the minute. Parents will be billed at the end of each month for the time spent in Extended Day. (See Lower/Intermediate School Information Section regarding when open).

### 3. Financial Aid

In accordance with the school's mission, Brookstone School is committed to fostering an educational community that attracts and enrolls the most qualified students regardless of their family's socioeconomic situation. All families wishing to apply for financial assistance should complete an application through the School and Student Service for Financial Aid in Princeton, NJ.

In distributing financial aid, the school's Financial Aid committee uses the following criteria in prioritizing the recipients and amounts of financial aid awards.

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

Financial aid grants are awarded only on a one year basis. The application process with SSS must be repeated each year of a student's enrollment at Brookstone. The Financial Aid Committee also considers the student's overall

academic, social, and disciplinary record at the school in making decisions about financial aid for returning students. All information regarding financial aid is held in the strictest confidence by the Financial Aid Committee.

#### **4. Financial Obligations**

Through the direction of our Board of Trustees, all account balances must be paid including the tuition installment due July 1, 2010 before the first **full** day of school. In addition, the second tuition installment is due on or before November 1, 2010. All accounts must be current before any records or reports can be released. At the end of the school year **all** obligations (financial, library books, etc.) must be cleared before any final records or reports can be released. Students with outstanding financial obligations will not be allowed to return. **Seniors must have a \$0 balance prior to graduation and transcripts to colleges will be held until all obligations are cleared.**

Contracts and enrollment deposits will not be accepted for the next school year from any parent with a balance (including loans) that has been delinquent for 60 days or longer. Exceptions to this policy may be made only in the event of documented evidence of financial hardship where the parents have made specific arrangements with the Business Office.

#### **5. Fund Raising**

All special fund raising projects must be cleared through the Headmaster who in turn consults with the Director of Institutional Advancement. The School supports the Annual Fund, Capital Campaigns, and the fund raising projects sponsored by the Brookstone Parents Association. The Parents Association fundraisers provide funds throughout the School making the need for satellite drives unnecessary.

The Board of Trustees has established the following policy related to special capital projects that fall outside the scope of approved budgeted expenditures and for which special funding is required. These projects fall beyond normal annual capital improvements (those approved by the administration and the Building and Grounds Committee of the Board of Trustees); outside the parameters of capital/building campaigns adopted by the Board of Trustees; and exceed \$10,000 in cost. Such projects, as are proposed from time to time, fall under the jurisdiction of the Executive Committee of the Board of Trustees and will meet the following general conditions.

- Every project must be approved by the Administration and Executive Committee before any pricing, planning, or fund-raising begins.
- Every project cost includes 5% contingency, construction interest expense, and 5% pledge default contingency.
- The school must have a combination of gifts and pledges as approved by the Executive Committee to cover 100% of the cost of the project before the School executes a contract to commence construction.

#### **6. Parents Association Dues**

Membership dues for the Brookstone Parents Association (BPA) for the 2010-11 school year are \$50.00. Dues underwrite operating expenses for the BPA and entitle family members admission to all regular season athletic contests held on campus during the year.

#### **7. Student Supplemental Accident Insurance**

As a service to our families, Brookstone School carries student accident insurance for all children attending Brookstone School, Brookstone School sponsored activities during the school year, and athletes participating in fall sports practice beginning August 1. Brookstone School also provides as a supplement to our student accident coverage a \$1,000,000 catastrophic plan. Student accident insurance is not intended to replace a family's primary coverage. It is a secondary coverage that is filed only after the parent's primary insurance has paid everything it will pay. The secondary policy that is provided for your child will, subject to certain exclusions and provisions, pay all remaining expenses not covered under your private health carrier less \$100 deductible. A brochure is available in the Business Office, which explains all the provisions and exclusions to the policy. Because Brookstone provides student accident insurance for your child, you have the opportunity to purchase additional insurance under this plan. There are two options available:

**24-Hour Voluntary Accident Plan:** Cost is \$163.80 per child annually. This option allows you to extend your child's accident insurance to 24-hour coverage while on or off campus. This insurance runs from the date your premium is received by Independent School Managements (ISM) through the entire summer, but will not start prior to the first day of school.

**24-Hour Voluntary Accident and Sickness Plan:** Cost is \$621 per child annually. If you choose this insurance, you will have all the benefits of the 24-Hour Voluntary Accident Plan plus sickness coverage for eligible expenses up to \$30,000.

You may want to consider one of the above voluntary insurances if one or more of the following apply:

- You have no health or accident insurance.
- Your current health insurance has a large deductible, large co-pays, and/or out-of-network co-pays.
- Your primary insurance "caps" certain types of accidents.
- Your child is active in sports outside of school and is at an increased risk of being injured.

You have until December 31, 2010 to purchase one of the two voluntary coverage plans. Enrollment forms are available in the Business Office.

## **8. Honor Scholarship Program**

The Brookstone Scholarship Committee selects five rising ninth grade students, who will enter Brookstone for the first time, to receive Honor Scholarships.

Primary criteria for selection are: contribution to life of the school and community, including cultural, athletic, leadership, and spiritual achievement; character and motivation; their influence on the lives of other students; and recommendations from faculty and community leaders. In addition, secondary consideration is given to prior academic performance, ability, and potential as determined from personal interviews and performance on tests designed to measure ability and aptitude for college work. The recipients will retain the scholarship throughout their four years of high school if they maintain their example of excellence by making the honor roll each grading period.

Additionally, selected from the Honor Scholarship applicants are Brookstone Scholars. These are highly desirable students who display leadership qualities and academic strength. They retain the scholarship throughout their four years of high school if they maintain their example of excellence.

## **9. Student Loan Program**

The Student Loan Program offers low interest loans to students based on need. These loans are interest free until the expected date of graduation from Brookstone and then take on a low interest rate until repayment is complete. Students interested in this form of aid must also submit an application to the School Scholarship Service in Princeton, NJ.

## **10. Tuition Refund Insurance**

Parents will have the opportunity to purchase Dewars, Inc. tuition insurance for the 2010-2011 school year. Brochures are included with enrollment contracts.

## II. General Information

### A. Attendance

The School recognizes that regular attendance is a prerequisite for student learning. Academically, nothing can replace class instruction and discourse. The School calendar is constructed in a manner that provides appropriate breaks during the school year for trips and vacations, and parents are asked to honor that effort. Chronic absences, regardless of reason, can result in a student's loss of credit for a grading period. Still, the School recognizes that there are rare legitimate reasons (beyond illness) that would necessitate a student's absence. In such cases, the school requests that parents give the school a minimum of one week's notice. Further, parental notification of student absence does not guarantee that the absence will be treated as an excused absence. For detailed information about Brookstone's attendance policies and hours of operations, parents and students should refer to the Attendance sections for the School's respective School divisions (Lower/Intermediate, Middle, and Upper) regarding school hours and various protocols related to school attendance.

### B. Changes in Essential Information

Please notify the school promptly in writing, e-mail or via ParentNet about changes in any of the following information: home addresses and telephone numbers; business addresses, e-mail addresses; or health information.

### C. Communications

Brookstone School is committed to communication procedures that keep parents, faculty and staff as informed of Brookstone news as possible. Several methods of communication are utilized to achieve this – the Brookstone website, email, telephone and paper mail.

#### School News

**ParentNet** – Brookstone website where parents can access news, assignments, athletic events, school calendar and online parent directory

**NetClassroom** – electronic access to student grades and schedules

**@ Brookstone** – an electronic newsletter sent out every other week to include upcoming activities on the Brookstone campus

**Headmaster's Letter** – periodic letters sent via the mail that relate to Brookstone specifically or education in general

#### Emergency Situations

The School has a well established protocol for use in emergency situations to insure the safety of all students, faculty, and staff. In the event of an emergency (weather, etc.), the School will communicate with parents in a timely manner through the School website, email, and the *Alertnow*® telephone notification system.

The successful delivery of information is dependent upon the School having accurate contact information for each student. The phone numbers you provided during the enrollment period or updated throughout the year are currently on file for *Alertnow*®. If your information changes at any time during the year, please let us know.

### D. Immunizations and Health

All Brookstone students are required by state law to have a current Certificate of Immunization on file by the first day of classes. All students are required by State law to have proof of immunization. All new students must have a Georgia Department of Human Resources Form No. 3231. Forms are available from the local Health Department or private physicians.

Each year parents are required to confirm or update pertinent information available online regarding family information for their students. This requirement applies to students that attended Brookstone last year, as well as those entering for the first time.

### E. Learning Center

The mission of the Learning Center is to help students become more successful and independent learners. The Learning Center serves students from every grade level who may, or may not, have a diagnosed learning difference. Recognizing that people learn in many different ways, the Learning Center seeks to help students develop strategies to find success within Brookstone's rigorous college preparatory curriculum. The Learning Center's student services include but are not limited to academic coaching, academic enrichment, subject tutoring, test-taking strategies, study

skills, organizational skills, and diagnostic testing and evaluation. Beyond their daily work with students, the Learning Center staff leads special programs such as *The Mind That's Mine*.

## **F. Multi-Activity Participation**

For Brookstone School to have a successful extra-curricular program, it is of utmost importance that our students participate in as many activities as possible. Therefore, whenever possible, students will be allowed to participate in more than one sport or activity during a season. For this to happen, a spirit of cooperation and shared goals must exist among members of the faculty/coaching staff and students. Knowing that this can be a very sensitive area, the following guidelines will be in place for Varsity and Junior Varsity Sports, Band, Chorus, Spring Musical, One-Act Play, and Mock Trial:

- Students who wish to participate in more than one sport/activity during a season may apply to do so through the Athletic Department office.
- The student must designate his/her primary and secondary activity.
- Region and state level competition takes precedence over non-region competition and/or practice.
- Primary sport/activity practice always takes precedence over secondary sport practice unless prior approval has been granted by the primary sport/activity coach or director.
- A student must maintain an overall "C" average or higher in their academic work to remain eligible to participate in two sports or activities during the same season.
- The athletic director will resolve any and all conflicts regarding the sport or activity in which the student-athlete participates.
- Having this opportunity can greatly enhance our school programs, as well as the high school experience for our student-athletes. Coaches and/or activity directors should always use good judgment and have a shared vision for school success. At all times the interest of the student should be at the forefront with regards to student participation.

At the same time, students and parents must understand that playing two sports or activities at the same time may have an impact on the student's role on a team or in an activity. Attendance at practice and/or games is vital to the success of the team or group. Students and their parents must understand that the best interest of the team or organization should always come before the individual.

## **G. Lunch Program**

The school's lunch program is included in tuition. All students are required to eat in the cafeteria. Students may NOT bring lunch without written permission from a doctor. Parents or guests wishing to eat with the students must sign a charge form in the cafeteria at the serving line, and the meal will be billed on their account. The cost per guest is \$5.00.

## **H. Phones, Messages, and Cell Phones**

Parents are asked not to call the school and request messages be delivered to students unless there is an emergency. Arrangements for picking up students early should be made the night before, and a note should be sent to the teacher or to the office. Asking our limited secretarial staff to constantly deliver messages is an imposition on their time. It is difficult to deliver last minute messages, especially in regard to Extended Day. Students are not to have cell phones in class. During the school day, cell phones should be out of sight and turned off during classes and assemblies.

## **I. Use of Brookstone Campus**

Brookstone School cannot accept responsibility for students on campus except during class hours or while they are engaged in school authorized and supervised activities. Specific requests for use of any Brookstone facilities should be directed to the Chief Financial Officer or Athletic Director.

Skateboards, scooters, roller blades, and trick bikes are not to be used on the campus at any time.

## **J. Visitors to the Campus**

Columbus city ordinance bans unauthorized visitors from either driving on campus or parking on campus during the school day. Being in the buildings without the permission of the Headmaster or the school principals is against the law. Students should not invite a visitor to the campus without first clearing it with the school principal.

In addition, parents wishing to visit classes or converse with teachers should make an appointment through the appropriate school office. No parent should feel free to enter a classroom without having permission of the Principal.

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

## **K. Security**

The campus is open and accessible during the day, but is closed from 9:00 p.m. to 6:30 a.m. (except for school sanctioned events). Surveillance cameras are in place campus-wide and security officers patrol regularly. Parking passes are available in each Principal's office and from the Athletic Director for persons who need to use the parking lot while the campus is closed.

### III. Policies

#### A. Admission Policy

In keeping with the school philosophy, an effort will be made to maintain a diverse student body and to provide new families opportunities for admission. In order for an applicant to be considered for admission, the following information must be received: an application, an application fee, transcript, and a teacher recommendation. After the above information is on file and a space becomes available, the applicant will complete: 1) testing/screening at Brookstone, 2) classroom visit at the appropriate grade level, and 3) an interview with a faculty member.

In the case of admission decisions for grades that are not filled, the Principal of the school and the Enrollment Director will make the enrollment decisions. If the grade is filled, then the applications will be pooled. The Admission Committee will meet as needed to make decisions from the pool of applicants. The Admission Committee will consist of three school Principals, a faculty member from each School, and the Enrollment Director.

Pre-Kindergarten applicants: After the Admission Committee decides acceptable readiness, first consideration will be given to applicants in the following groups, but in no special order: siblings of current Brookstone students, children of current faculty and staff, children of alumni, children of Brookstone Board members; students whose qualities would be an asset to the school.

For all other grades, the Admission Committee will meet to determine the student who can most enhance the student body, taking into consideration previous school activities, Brookstone interview, recommendations, writing sample, testing and any other relevant criteria.

#### B. Alcohol and Other Drugs Policy

Recognizing the pervasive, dangerous, and illegal threat that alcohol and other drugs play in the lives of young people, Brookstone takes a proactive and clear three-pronged approach to our work with our students and parents.

**Education** – During the course of the school year, the School will sponsor (often with the BPA's assistance) educational programs designed to communicate honestly and effectively with students and parents about the risks of involvement with alcohol and illegal drugs.

**Counseling** – Every student and his or her parents have access to confidential counseling related to alcohol or drug problems through the School's guidance offices. Because the School seeks to find avenues of help for students who need help, confidential counseling does not risk a student's enrollment status at Brookstone unless his/her enrollment poses a risk to other students.

**Discipline** – Because alcohol and other illegal drugs have no place on our campus or at any school function or on any school trip, any student found in possession, using, or distributing alcohol or illegal drugs while under the school's supervision (on or off campus) will be subject to the following consequences:

**First offense** – When a student is found to have possessed, used or distributed alcohol or other illegal drugs, the student will be suspended for the appropriate period of time commensurate with the offense by the Principal in consultation with the Headmaster and the Director of Guidance and Counseling. The student's parents will be notified of the offense and the suspension. The parents will also be required to obtain appropriate assessment and counseling for the student and to provide proof of such to the school.

**Second offense** – A second violation of the school's policy on the use or possession of alcohol or other illegal drugs as stated above will result in dismissal from Brookstone.

#### C. Communications Policy

The channel of communications for Brookstone School is as follows:

##### Brookstone School Communications Channel\*

1. Teachers
2. Principals
3. Parent Panels\*\*
4. Headmaster
5. Trustee Communications Committee
6. Board of Trustees

##### Brookstone Athletic Communication Channel\*

1. Coach
2. Athletic Director
3. Principals
4. Parent Panels\*\*
5. Headmaster
6. Trustee Communications Committee
7. Board of Trustees

\*These channels are put in place to promote better communication among constituencies of Brookstone School.

\*\* Parent Panels will **NOT** have any decision-making authority, but will serve only as a link in the chain of communication.

## Parent Panels

### Purpose

- The purpose of the Parent Panels is to improve the information flow between constituencies at Brookstone School.
- In addition to parents, any member of the Brookstone community (faculty, staff, administration, students, alumni, trustees) may come before the panel to express an idea or concern. Everyone will be afforded the same privileges as the parents and therefore be required to follow the same process as outlined.
- The Parent Panel serves as a forum for parents and Principals to share their ideas, concerns and suggestions about Brookstone School.
- The Panel serves as a medium for referring ideas or concerns from parents to an appropriate party, be it the Board of Trustees, the Headmaster, an appropriate board committee, coach, the Principal, etc.
- The Parent Panels are not a voting group or policy-making group, but will serve as a sounding board for parents.
- Parent Panel meetings are open for anyone to attend for informational purposes.

### Composition

- Each Parent Panel is composed of the following members:
- The Principal of that specific school
- One Trustee appointed by the Executive Committee of the Board for a two-year term
- One Trustee appointed by the Executive Committee of the Board for a one-year term
- The Trustee appointments would subsequently be for two-year, staggered terms to maintain continuity of the panel
- One parent from each grade level, elected by the BPA, for a one-year term
- The school representative for each school from the BPA Board
- One at-large member to be the former Parent Panel chair or, if he/she is not able, the former BPA School Representative to provide additional continuity to the panel
- Faculty representatives may be invited to attend a Parent Panel meeting to contribute to discussions about a specific agenda item within their area of expertise
- Each January the BPA sends a "Willingness to Serve" survey asking parents if they would be willing to serve on a parent panel the following school year.
- The Nominating Committee for the BPA is charged with the responsibility of preparing a slate of Parent Panel members for presentation to and approval by the BPA Board in the spring. A representative of the pre-kindergarten class will be confirmed by the BPA Board when the pre-kindergarten parent body is confirmed by the Admissions Director.
- The Panel elects a chairman, who will not be the Principal or one of the Trustees.

### Process

- It is the responsibility of each Parent Panel to strongly encourage any parent with a concern to follow the normal communication channels of Teacher, Principal, Headmaster, etc. (Coach, Athletic Director, Principal, Headmaster, etc.). No parent, however, will be refused a meeting with the Parent Panel.
- Parents will be required to submit concerns in writing to the chairman of the panel no later than a day before the scheduled meeting. This written expression of concern ensures inclusion on the agenda for the next meeting. Parents without an agenda item are welcome to attend a Parent Panel meeting.
- The parent may appear in person or have his or her concern presented by a Parent Panel member or a third party.
- Person-specific, or other sensitive issues, will be discussed only in a private setting.
- Each Parent Panel shall have the right to go into a closed session, either with the parent bringing the concern or without the parent once the parent has completed their presentation to the panel.
- The Principal and chairman of the panel have the right to refuse to discuss sensitive or inappropriate issues in an open forum.

- Faculty representatives will be asked from time to time to attend Panel meetings to present updates on school activities.

### Meetings

- Each Parent Panel meets six times a year: three times during the first semester and three times during the second semester.
- Each Panel decides on meeting times and dates for the meetings. These dates are submitted to the Brookstone administration for inclusion on the Brookstone calendar, as well as in any other appropriate publications.
- The Panel may have called meetings if necessary.

### Findings

- It will be the responsibility of the Principal of each school to convey the appropriate points of discussion of each Parent Panel meeting to the parents of that school. It is the Audit Committee's recommendation that this be done through newsletters following each Parent Panel meeting.
- The Principals are free to choose other means of communication in addition to the above-mentioned newsletter.
- The Principal of each school reports activities of each meeting to the Headmaster.
- The Trustees report the Panel's findings to the Chairman of the Board, and the Chairman, if appropriate, reports to the Board of Trustees.
- The BPA representative reports the Panel's findings to the BPA Board.
- Should the Parent Panel advise a parent that the Panel needs time to gather information about the parent's concern, they are obligated to respond to that parent with their findings. Such response should come from the Chairman of the Panel or from the member of the Panel representing the parent.

### Athletic Parent Panel

The Athletic Parent Panel is designed to provide parents with the opportunity to ask questions and make suggestions regarding athletics, as well as to promote discussion between the parents and Athletic Director. The panel will meet three times throughout the school year at 12:00 noon in the cafeteria meeting room. **Athletic Parent Panel Dates:** Tuesday, September 14; Tuesday, January 18; Thursday, April 19

### Notes

We are confident that common sense will serve as a guide for all who are involved with Parent Panels. It is the sincere hope of the Audit Committee that these Panels will be used by the Principals and Brookstone families as an avenue to utilize networking and create a greater sense of cooperation between parents and the School. These Panels are not to serve as a means to judge individuals, but to look at the total programs within the School. A good rule of thumb is to bring CONSTRUCTIVE criticism to the panel, not DESTRUCTIVE.

## TRUSTEE COMMUNICATIONS COMMITTEE

### Purpose

- The purpose of the Trustee Communications Committee is to hear parental or staff concerns that already have gone through the normal channels of communication at the School.
- Once a concern has been heard, this Committee will render a decision on the parent's or staff's concern at the initial meeting, or if additional information is needed, as soon as is practical.

### Composition

- Three Trustees appointed by the Executive Committee of the Board:
  - ❖ These Trustees will serve staggered terms
  - ❖ The Chairman of the Board will serve as ex-officio member of this Committee
- A Committee chairman will be selected by the Committee on an annual basis
- It is the recommendation of the Audit Committee that the majority of the Trustees appointed by the Chairman of the Board be parents of children currently enrolled at Brookstone School.

### Process

- The Trustee Communications Committee will encourage all parents or staff members to follow the normal communications channel of teacher, Principal, etc. In the normal course of events, the Chairman of the Board will keep the Headmaster informed of issues that come before the Committee.

- This Committee will hold a meeting upon the receipt of a written request made by a parent or staff member. Such a request should include a detailed explanation of the concern being brought to the group by that parent or staff member. Once the Committee receives this request, they will work with the parent or staff member to arrive at a time and place for the meeting.
- Any person bringing an issue before the Trustee Communication Committee may appear and request confidentiality. They may also request that a member of this Committee, or any other Trustee, present their concern, again with confidentiality.
- Once a concern has been heard by this Committee, and the Committee has reached a decision, they may, in consultation with the Chairman of the Board of Trustees:
  - Determine that the findings should be conveyed to the parent or staff member. Such findings are to be conveyed by the Chairman of the Trustee Communications Committee, or if a Trustee has represented a parent or staff member at a meeting, then by that Trustee
    - *or*
  - Determine that additional information is needed before rendering a decision
    - *or*
  - Determine that the issue should be referred to the Board of Trustees
- Regardless of the route chosen, the Chairman of this Committee, or the Trustee representing the parent or staff member, has the responsibility of conveying any decision back to the individual who brought the concern.
- Should the Trustee Communications Committee, in consultation with the Chairman of the Board of Trustees determine that no Board of Trustee review is necessary, the person bringing the concern has the right to request that the Trustee Communications Committee bring the issue before the Board of Trustees.
- The Chairman of the Board would then take the parent or staff member's request, as well as the findings of the Communications Committee, to the Board of Trustees, who will determine if the issue will be discussed at a regular Board meeting.
- If the Board of Trustees decides to hear the issue at a Board meeting, it will be the responsibility of the Chairman of the Communications Committee to respond to the person as to the decision of the Board of Trustees.
- If the Board decides to hear the person's concern, the Board may request that the person appear at the next regularly scheduled Board meeting, or the Board may decide to meet without the person bringing the concern being present. The decision rendered by the Board shall be communicated by the Chairman of the Trustee Communication Committee to the person bringing the concern.

## HEADMASTER'S FORUMS

The Headmaster will host three open forums for parents. These forums are designed as another vehicle to disseminate information to parents and to promote open conversation between the Headmaster and parents regarding school philosophy and policy issues. **Headmaster's Forum Dates:** September 15 - 8:15 a.m.; January 13 - 12:00 lunch served, April 13 - 8:15 a.m.

## D. Harassment Policies

Brookstone is a school community that aspires to the highest manifestation of respect for our fellow students, parents, faculty, and staff. Every person walking our halls should feel protected and liberated from the indignity and harm of bullying, harassment, and hazing. The school will work conscientiously to sensitize and educate the entire school family about these behaviors and their characteristics. If any member of our community feels that he or she has been bullied, harassed, or hazed, that person should report such actions to the appropriate school official. The school will not tolerate bullying, harassment, and hazing as defined below, and the perpetrators of such behaviors will be disciplined accordingly.

### Bullying

Bullying will not be tolerated at Brookstone. Bullying occurs when a student is the target of negative actions usually in the form of intentional, repeated, hurtful acts, words, electronic communications, or other behavior such as: intimidation, name-calling or threatening; social alienation such as shunning or spreading rumors; or physical aggression such as spitting or pushing. Any student who believes that he/she has been the victim of bullying shall report the incident to his or her Principal or counselor. Any student found to have engaged in bullying shall be subject to appropriate disciplinary actions which may include suspension or dismissal from Brookstone.

## **Harassment**

Brookstone will not tolerate harassment of students or employees based on race, color, sex, national origin, religion, age, or disability. The following are some examples of inappropriate behavior:

1. Obscene or suggestive remarks or jokes, verbal abuse, insults
2. Display of explicit, offensive, or demeaning materials
3. Physical or verbal hazing
4. Threats
5. Comments which are demeaning with respect to race, religion, ethnic origin, gender, or class. Brookstone strives to maintain an environment where students and employees can study, work, and live free of harassment.

## **Hazing**

Hazing will not be tolerated. Hazing is defined as any conduct, coercion, or intimidation used as a method of initiation into a student organization or team which is likely to endanger the physical or mental health of any student. Any student, who is witness to, or the victim of hazing, should report it immediately to his or her Principal or counselor. Offending students will suffer appropriate disciplinary action including the possibility of suspension or dismissal from Brookstone School.

## **Sexual Harassment Policy**

It is the policy of Brookstone School to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the administration, faculty or any other employee to harass a student through conduct or communications of a sexual nature. It shall also be a violation for any member of the administration or faculty or any other employee to harass any other employee through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students or any school employee through conduct or communications of a sexual nature.

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of an offensive sexual nature when made by a member of the school staff or when made by any student to another student or a school employee, constitutes sexual harassment if submission to such conduct is made either explicitly or implicitly a term or condition of the individual's education; submission to or rejection of such conduct by an individual is used as a basis for academic decision affecting that individual; or such conduct has a purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating hostile or offensive academic environment. Any person who alleges sexual harassment by a staff member or student may report the alleged harassment directly to the Principal of the school, the Headmaster or the business manager. There shall at all times be at a minimum of two individuals of each gender available to receive reports of harassment.

The filing of a complaint or otherwise reporting alleged sexual harassment shall in no way reflect upon the individual's status, nor will it affect future employment, grades or job assignments.

The right to confidentiality, both of the reporting party and of the accused, will be respected consistent with the School's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. This investigation and corrective action shall be taken by the Headmaster with the involvement of the Personnel Committee of the Board of Trustees as appropriate.

All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be taken. Appropriate documentation shall be made on all substantiated charges of sexual harassment. A substantiated charge against an employee shall subject such person to the appropriate disciplinary action, including termination of employment. A substantiated charge against a student shall subject that student to disciplinary action as appropriate including suspension or expulsion.

## **E. Serious Infectious Illness Policy**

Brookstone School recognizes that serious infectious illnesses, including but not limited to the Acquired Immune Deficiency Syndrome and its related conditions may have a tragic impact on those afflicted and involve significant and sensitive issues for students, faculty and staff. The School also recognizes that both employees and students who contract such serious infectious illnesses may wish to continue their employment or education at the school.

At the same time the School is committed to satisfying its obligation to provide a safe and effective educational working environment for its students, employees and visitors. Accordingly, the School will take appropriate precautions to ensure that any health and safety concerns arising out of an individual's illness are managed in accordance with current medical knowledge and procedures.

With these principles in mind, the School has established the following policy for students and employees with serious infectious illnesses.

In promulgating this policy the School is aware that the best course of action for dealing with an illness may vary from case to case. Accordingly, this policy only attempts to outline the school's general approach to serious infectious illnesses, for each case must be addressed in the context in which it arises.

The School will provide reasonable accommodation for an employee with a serious infectious illness when needed to enable the employee to continue to perform the essential functions of his or her job or to otherwise benefit from the privileges of employment, so long as the accommodation does not impose an undue hardship upon the School.

An employee with a serious infectious illness will be allowed to work at the school so long as he or she is able to perform (with or without the aid of the aforementioned accommodations) the essential functions of his or her position and he or she does not present a health or safety risk to himself/herself, or other employees, students or visitors. The School may require verification from the employee's attending physician that the employee is fit to continue to work in accordance with this standard and may from time to time thereafter require periodic verification of the employee's fitness to continue to work in the same regard.

The School will make reasonable modifications in its policies, practices and procedures in order to allow a student with a serious infectious illness to benefit from the academic and other services offered by the School, so long as the modifications do not fundamentally alter the nature of the service that the School provides or constitute an undue burden on the School.

A student with a serious infectious illness will be allowed to remain at school so long as his or her medical condition allows him or her to perform up to the School's standards and does not present health or safety risk to himself/herself or other students, faculty or staff. While at school, a student with a serious infectious illness will be allowed to partake fully and equally in the educational, social and extracurricular activities at the School so long as the participation does not present a health or safety risk to the student or other students, faculty or staff. The School will review on an ongoing basis the enrollment of a student with a serious infectious illness and make decisions regarding whether and under what circumstances the student can remain at school. The School will make these decisions in accordance with the School's interpretation of its policies and the applicable laws and in light of medical and scientific opinion and advice. In making such decisions, the School shall, whenever practicable, consider, among other factors, the opinions and recommendations of the student, the student's parents or guardians and the student's physician, but because of the School's required interest in the health and safety of other students, faculty and staff, and its desire to provide continuing educational, social and extra-curricular activities to other students, the School will not be bound by these opinions and recommendations.

The School holds all medical information which it receives about the medical condition of an employee or student with a serious infectious illness in confidence. This means that the School restricts access to such information to those with a legitimate need for the information. An exception to this rule will be allowed when the employee or student with a serious infectious illness authorizes further disclosure of such information. Since the particular individuals with a need to have access to such information will vary from case to case, the Headmaster will decide in each case whom to inform. This policy recognizes that the individual's right to confidentiality may have to yield to the School's commitment to satisfying its obligations to provide a safe and effective educational and working environment for all of its students, employees and visitors.

## F. Technology Policy

Brookstone School, in an effort to provide students the most effective preparation for college, utilizes various technologies to support both student learning and faculty instruction. The privilege of using technology at school comes with great responsibility; so it is imperative that students conduct themselves in their use of technology in a responsible, decent, ethical, and polite manner.

1. **Use.** Use of the technology available on campus shall be in support of the School's curriculum and supporting programs.
2. **Problems.** Any computer or network operation difficulty will be reported immediately to the Technology Department.
3. **Network Security.** Security on a network is vital. All security problems identified should be immediately reported to the Technology Director. The presence of a virus or unauthorized software should be reported immediately. Users should not disable the virus protection software at any time.

**The following activities are strictly prohibited and users shall not:**

- a. transmit/send/broadcast any material in violation of any federal or state regulation.
  - b. submit, publish, or display any copyrighted material, threatening, defamatory, inaccurate, abusive, racially or ethnically offensive, profane, sexually oriented, obscene, or illegal material.
  - c. play games on the computers and/or across the network unless supported by Brookstone School's approved curriculum.
  - d. make use of Brookstone School technology for financial and/or commercial gain.
  - e. load and/or install software to any computer or to the network. You may request Technology to load software for you.
  - f. alter any settings and/or configuration on any computer or the network.
  - g. create unnecessary load on the network system: Examples of prohibited behaviors are sending chain letters, or sending multiple copies of messages across the network (e.g. spamming).
  - h. distribute/share subscribed internet site's usernames and passwords with persons not enrolled at or employed by Brookstone School.
  - i. attempt to overtly or covertly retrieve another user's password or login using another user's login name. Furthermore, **users shall not give another user his/her password.**
  - j. attempt to break network password security or access unauthorized sites or software.
  - k. attempt to vandalize or maliciously harm or destroy data of another user or the internet. This includes, but is not limited to, uploading or creation of computer viruses or traffic inducers.
  - l. use school resources for the purposes of cyber-bullying. The School encourages all students to be good cyber-citizens at all times.
  - m. access instant messaging or chat rooms while at school
  - n. use proxy servers to gain backdoor access to sites blocked by the school. Students may petition Technology for access to blocked sites.
- Be aware that Brookstone does log and monitor email and internet traffic sent and received. If you inadvertently access an inappropriate site, contact the Dean of Students immediately.
  - Inappropriate, obscene, profane and risqué text, lyrics, and images are not allowed on the network or school computers.
  - Personal music files, pictures, or files are not allowed on the school network or school computers.
  - Students with email addresses are required to check their school email account several times daily. Appropriate times are before school, during break, lunch, study hall, and after school. Students are not to access their email accounts during classes without the direct expressed permission of the teacher.

**Personal Safety** - Students should be cautious about including pictures and or video on external sites. Additionally, students should not post personal information (about themselves or others) on such sites. If students receive inappropriate material or messages, they should immediately inform parents, teachers, and or administrators.

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

Brookstone School makes no warranties of any kind, whether expressed or implied, for the technology services it provides. Brookstone School is not responsible for any damages you may suffer with regard to loss of data, non-deliveries, or service interruptions caused by technology. Use of information obtained through the Internet is at the user's risk as it pertains to the accuracy or quality of information.

## IV. LOWER SCHOOL

Pre - Kindergarten	8:00 A.M. - 12:00 Noon
Kindergarten - 1	8:00 A.M. - 2:30 P.M.
Grades 2 - 3	8:00 A.M. - 2:45 P.M.
Grades 4 - 5	8:00 A.M. - 3:10 P.M.
EXTENDED DAY	7:30 A.M. - 8:00 A.M. 12:00 Noon- 6:00 P.M.

### EARLY DISMISSAL HALF-DAY SCHEDULE

Pre-Kindergarten, Kindergarten	11:00 A.M.
Grades 1, 2, 3	11:15 A.M.
Grades 4 - 5	11:30 A.M.

THE LOWER SCHOOL DIVISION  
Lower School – Grades Pre-K-Third  
Intermediate School – Grades Fourth-Fifth

Direct phone line to Lower School Division  
706-660-9675  
FAX –706-243-3618

## LOWER SCHOOL CALENDAR – Pre-K – Fifth Grades 2010-2011

AUGUST	9-11	Pre-Planning	
	10	Teachers Notify Students	
	11	New Parent Orientation - 9:30 a.m. Classroom Visitation - 1:00 p.m.-3:00 p.m.	
	12	SCHOOL BEGINS – Full Day Extended Day Opens	
	13	Early Dismissal – ½ Day – Faculty In-Service BPA Board Coffee – 9:30 a.m.	
	24-25	School Pictures	
	27	Magazine Drive Kick-Off	
	31	Lower School Parent Night - 7:00 p.m. - Turner Center	
	SEPTEMBER	3	BPA Fall Cookout
		6	Labor Day Holiday – No School
8		First Magazine Drive Turn-in Day	
10		Midterm	
13		BPA Board Meeting 11:00 a.m.	
15		Magazine Drive Final Turn-in Day	
16		Lower School Parent Panel - 8:15 a.m. – Cougar Café	
20-24		Lower/Intermediate Schools Week of Service	
27-Oct. 1		Homecoming Week	
30		Pre-K Parent Open House - 9:15 a.m. Family Night – No Homework	
OCTOBER	1	Pre-K Children Open House 9:15 a.m.	
	11	Early Dismissal ½ Day – Faculty In Service	
	11-15	School-Wide Canned Food Drive with Pacelli	
	12	End of First Quarter	
	13	Lower School Parent Conference Day...NO SCHOOL for Students Pre-K - 5	
	14	Lower School Parent Panel - 8:15 a.m. – Cougar Café	
	19	Band and Chorus Fall Performance – 7:00 p.m.	
	21-22	Fall Break – School Closes	
	28	Family Night – No Homework	
	29	Fall Festival	
NOVEMBER	7	Daylight Savings Time Ends	
	8	BPA Board Meeting – 11:00 a.m.	
	10	Lower School Parent Panel - 8:15 a.m. – Cougar Cafe	
	11	Admission Open House - All School Parent & Student	
	16	Mid-Term	
DECEMBER	24-26	Thanksgiving Holidays – School Closes	
	9	Band and Choral Holiday Concert	
	17	Last School Day in December	
JANUARY	20-31	Winter Holidays – School Closed	
	3	Faculty and Staff Return	
FEBRUARY	4	Classes Resume End Second Quarter Third Quarter Begins/2 <sup>nd</sup> Semester	
	10	BPA Board Meeting – 11:00 a.m.	
	17	Dr. Martin Luther King, Jr. Holiday – School Closed	
	19,24,26	PK Admission Screening	
	27	Family Night - Spaghetti Supper & Bingo	
	7	Mid-Term	
	9	Conference Day – No Classes for Lower or Intermediate School	
	7-11	Lower/Intermediate School Sunshine Basket Week	
	17	Lower School Parent Panel - 8:15 a.m., Cougar Cafe	
	25-28	Winter Holiday – School Closed	
MARCH	11	Early Dismissal, ½ Day, Faculty In Service	
	14	Third Quarter Ends BPA Board Meeting -11 a.m.	
	17	Family Night	
	18	Grandparents Day – ½ Day for Students – Dismiss at Noon	
	21-25	LS, IS, MS Week of Testing	
APRIL	24	Lower School Parent Panel – 8:15 a.m. – Cougar Cafe	
	4-8	SPRING BREAK – NO SCHOOL	
	14	Lower School Parent Panel – 8:15 a.m. – Cougar Cafe	
	20	Band and Chorus Concert – 6:00 p.m.	
	21	Mid-Term	

	22	Holiday – School Closed
	28	Family Night
	29	Country Fair
<b>MAY</b>	3	Faculty and Staff Appreciation Luncheon
	17	Pre-K and Kindergarten Field Day with Fathers
	22	Graduation, 8:00 p.m. - Quad
	24	Field Day for 1 <sup>st</sup> -5 <sup>th</sup> grades
	25	LAST DAY OF SCHOOL and EXTENDED DAY – ½ day for students
	26-27	Faculty Post Planning

## **A. Attendance**

The Lower School principal grants permission for authorized absences from school. Parents should make sufficient advance arrangements with the Lower School principal and the child's teacher(s) in order to permit the successful make-up of missed work. For excused absences (illness, family emergencies) the student has two days per each day absent to make up work and tests. For all **unexcused absences** (trips, vacation), parents are to assume full responsibility for the work that is to be made up and the child should be fully prepared upon returning to school, which includes being prepared to take any missed tests..

FORESEEN ABSENCES - should be scheduled during school holidays since it is difficult for teachers to predict work that will be covered during a specific time and it results in hardships on teachers and students.

UNFORESEEN ABSENCES - notify the Lower School office.

EXCESSIVE ABSENCES - How these will be addressed:

- Absent 10 days – principal will notify parents by letter including a copy of the child's attendance report
- Absent 15 days- principal will meet with parents
- Absent 20 days or more – principal & teachers will meet to see if student will be eligible for the next grade

Parents are responsible for getting students to school on time. Late arrivals are very disruptive to the learning environment. Classes begin promptly at 8:00 a.m. Teachers cannot be responsible for important work missed because of tardiness. **Late students must report to the Lower School office, grades Pre-K – 5th.** Students are considered present only if they attend school for half the school day.

Present if: Pre-Kindergarten – check in by 10 a.m.

Kindergarten, grades 1-3 – check in by 11:15 a.m.

Grades 4-5 – check in by 11:30 a.m.

Absent if: Pre-Kindergarten – check out before 10 a.m.

Kindergarten, grades 1-5 – check out before 11:15 a.m.

Parents will be notified by the principal when tardies become excessive.

**Students are encouraged to strive for good attendance and punctuality.**

EARLY CHECK OUT - If a child is picked up early, parents are asked to send the teacher a note or email by 8:00 a.m. Calling the Lower School office is discouraged unless there is an emergency. **You are also requested to go to the Lower School office to pick up all students, whether housed in the Lower School buildings or the Intermediate School building.** An early check out form is provided for parents to sign.

SICK STUDENTS - Students should not come to school with a fever. If your child has a contagious disease, please contact the Lower School office. A child must be fever free and symptom free for 24 hours before returning to school. Students suffering from conjunctivitis (pink eye) must be treated and not return to school for 24 hours thereafter.

## **B. Before and After School Supervision**

Students should not go to class before 7:45 a.m. Extended Day is provided for those who arrive early from 7:30 - 8:00. Students may not enter their building until 7:45 a.m. Students remaining on campus after dismissal times will be sent to Extended Day.

## **C. Cafeteria**

Parents and grandparents are welcome to have lunch with the child/grandchild occasionally during the school year. Visiting adults must sign in for lunch (form provided on the serving line) and the student's account will be billed. The students and their visitors are to sit at the designated visitors' tables. The student may not invite friends to join this special family time.

## **D. Changes in Essential Information**

Please notify the Lower School office promptly about important information changes such as home addresses, telephone numbers, health information, etc. You can make changes on-line. Any changes in carpool arrangements should be directed to the child's teacher by 8:00 a.m.

## **E. Class Parties**

Grade parents will sponsor class parties at Christmas, Valentines, and at the end of the year. All end-of-year parties must be approved by the Lower School Principal. Only fourth and fifth grade classes may have a swimming party at the end of the year. Parents helping are asked to not bring siblings to class parties.

## **F. Classroom Requests**

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

## **G. Cougar Shoppe and Cougar Café**

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

## **H. Department and Citizenship**

Brookstone's faculty, staff, and administration assume that students attending Brookstone have, for their respective age levels, the appropriate self-control and seriousness of purpose to be successful in a challenging academic environment. Therefore, the School's code of discipline is not adapted to students who require oppressive supervision or severe restrictions. Our code of discipline is governed by principles rather than a strict code of rules and penalties. One of the School's corporate responsibilities is to cultivate in students a sense of personal responsibility for their own conduct and achievement and for the well being of the larger community of which they are a part. In the Lower School, the classroom teacher takes the lead role and responsibility in this effort.

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

**I am the person responsible for my work.**

**Actions have consequences.**

**We lead by example.**

**There is no excuse for bad manners.**

The Lower School endorses the Honor Code:

**"As a Brookstone student, I will neither lie, cheat, steal, nor tolerate any of these acts."**

## **WE EXPECT ALL STUDENTS TO MAINTAIN APPROPRIATE BEHAVIOR ON A DAILY BASIS**

Brookstone will not tolerate:

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

### ➤ **In the Classroom**

\*Be attentive and participate in a respectful manner.

\*Have necessary books and supplies.

\*Be punctual.

\*Prepare assignments according to the teacher's instructions.

\*Exercise care in the use of school property, personal property, and the property of others.

### ➤ **In Halls and Walkways**

\*Walk in a quiet and orderly fashion.

\*Keep to the right in hallways and on outside walkways

➤ **In the Cafeteria**

- \*Go through the lunch-line in a quiet and orderly manner, not breaking in line.
- \*Remain seated during lunch.
- \*Leave the cafeteria as a class.
- \*Use reasonable table manners and self-control.
- \*Students must get an entrée and vegetable from the serving line. Plain trays are not allowed.

➤ **On Playgrounds**

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

➤ **In Restrooms**

- \*Go to restrooms quietly and return to class quickly.
- \*Wash hands after every trip to the restroom.
- \*Keep the restroom tidy after use

## **I. Arrival and Dismissal**

### Morning arrival:

- All vehicles pull through the long drive by the Intermediate School
- The short drive is only used in the morning when the long drive is full
- All students should be READY to get out of the vehicle upon stopping
- Intermediate School students unload along the curb from the tennis courts to the stop sign. Drivers should not wait until there is an opening in front of the school, keep pulling forward.

### Afternoon dismissal:

- Please DO NOT arrive early...not more than 5-10 minutes.
- Drivers picking up PK at 12:00, kindergarten and first at 2:30 should drive through the long drive by the Intermediate School moving forward as spaces open up along the curb.
- Drivers picking up second and third at 2:45 should drive through the long drive also; the short drive is open only when the long drive is full.
- Students in fourth and fifth dismiss at 3:10. Those vehicles should not arrive before 3:05, pulling forward as spaces open up.
- Students remaining on the sidewalk fifteen minutes after dismissal will go to Extended Day and parents will be billed by the minute that service is provided for the child.
- All late arrivals for pick-up must wait in line; cutting in front of other vehicles is NOT ALLOWED.
- Parking on the curb is not allowed from 11:45-3:15. Two visitor parking spaces are available as well as parking along the curb by the Quad and at the Kirven parking lot.

### DRIVERS OF ALL VEHICLES each morning and each afternoon should:

- Drive slowly
- Discontinue use of cell phones
- Be patient and courteous to other drivers
- Use blinkers when pulling out around a vehicle
- Have all children buckled up when the vehicle is in motion

Please notify your child's teacher of carpool arrangements as soon as possible. If your child is going home in a different carpool, the school requires that you **notify the teacher in writing**. It is a courtesy to call the carpool driver if your child is absent from school or will not be riding in the regular carpool. **Children should enter and exit vehicles only in the carpool lane and only from the right-hand side of the car.**

## J. Dress Code

We are proud of the responsibility our students have shown in tasteful grooming. To maintain the standard, we will expect students to dress in a manner that is clean and neat.

### PRE-K AND KINDERGARTEN –

- Students in Pre-K and Kindergarten are encouraged to follow the dress codes for boys and girls
- Tucking shirts in is not a requirement due to their young age, but encouraged if possible
- Closed in shoes are required; tennis style shoes are preferred for every child at this age

### BOYS: In grades first - fifth

- are required to tuck in shirts
- are required to wear collared shirts
- are required to wear tennis shoes for P.E.
- are not allowed to wear sports shorts or sweatpants (nice slacks, jeans and long shorts are acceptable)
- flip flops are not to be worn; shoes should be closed in for safety

### GIRLS: In grades first - fifth

- are required to have blouses/tops tucked in unless the top is a shorter style made to wear out
- are required to tuck in all collared shirts
- are not allowed to wear midriff blouses, halter tops, tank tops and spaghetti straps
- are required to wear tennis shoes for P.E - changing shoes for PE class is allowed
- are not allowed to wear sport shorts, *Soffies*, or sweatpants
- Capri pants, jeans and slacks are acceptable, as well as skirts and shorts of a reasonable length
- a reasonable length for our students is 3 inches above the knee cap
- Flip flop styled shoes by any design are not to be worn; shoes should be closed in for safety

### DRESS CODE VIOLATIONS:

- 1<sup>st</sup> offense – warning from the teacher
- 2<sup>nd</sup> offense – second warning and an email or call to parents from the teacher
- 3<sup>rd</sup> offense – student meets with the principal; principal notifies parents to bring appropriate clothing
- 4<sup>th</sup> offense – student is sent home

### GENERAL INFORMATION

- Fridays are SPIRIT DAYS. Students may show their school spirit by wearing Brookstone colors. Brookstone t-shirts may be worn. Shirts do not have to be tucked in on Spirit Days
- Brookstone jerseys and cheerleading uniforms are acceptable Friday attire.
- All students in grades PK-fifth are required to have a white collared shirt to be worn on field trips and for special programs. Description: white collared shirts (polo style) with *Brookstone* embroidered in “Cougar Blue” on the front left
- This shirt and all other Brookstone spirit items may be ordered through the Cougar Shoppe.
- Please label all coats, jackets, gloves, sweaters, book bags, etc. with the student's name.
- Students who dress carelessly while in Lower School find it difficult to adjust to the dress code when they enter the other divisions at Brookstone. The earlier we teach children neatness and appropriateness in dress, the better prepared they will be.

## K. Extended Day

Extended Day opens the first day of school, August 12, 2010, and closes on the last school day, May 25, 2011. The cost of Extended Day is \$5 per hour, billed by the minute. The school day hours of operation are 7:30 a.m. – 8:00 a.m. and 12:00 noon – 6:00 p.m. Parents will be billed at the end of each month for the time spent in Extended Day. Extended Day will be closed on all school holidays and open by reservation only for Conference Days in October and March, the Fall Festival and the Country Fair.

## L. Faculty Availability

Pre-Kindergarten teachers are available from 12:15 p.m. to 12:45 p.m. All other teachers are available from 3:15 p.m. to 4:00 p.m., also during their planning periods by appointment only. In October and March, Pre-K through 5<sup>th</sup> Grade teachers will schedule Parent/Teacher Conferences. Other conferences are scheduled as needed. Parents wishing to make appointments are requested to call or email their child's teacher or notify the administrative assistant in the Lower School.

## M. Grading

Pre-Kindergarten, Kindergarten, First, and Second Grades (Four Grading Periods Per Year)

S	Satisfactory
N	Needs to Improve
I	Improving
U	Unsatisfactory

Third - Fifth Grades (Four Grading Periods Per Year)

A	90-100	Well Above Average
B	80-89	Above Average
C	73-79	Average
D	70-72	Below Average
F	Below 70	Well Below Average
E		Excellent
S		Satisfactory
N		Needs Improvement
U		Unsatisfactory

### Failing Grades

- Students who fail subjects or even grades sometimes profit from the experience. For others, repeating a grade may not be beneficial, and in such cases, the School and parents should discuss the appropriateness of the child remaining at Brookstone.
- If a student in the Lower or Intermediate School fails a subject for the year, the following is required:
  - ❖ 30 hours of tutoring per subject failed for the year
  - ❖ Tutor must be a certified teacher, approved by the principal
  - ❖ Tutorial hours and skills taught must be documented on the forms provided by the School
  - ❖ Student work must be attached to the documentation
  - ❖ A grade of "P" (passed) or "F" (failed) must be noted on the form
  - ❖ All documentation must be submitted to the principal one week prior to school opening

## N. Party Invitations

- The school encourages invitations extended to ALL students in the class and to be mailed
- If your child is inviting all the children in the class, or all girls or all boys, to a party, the teacher is permitted to hand the invitations out to those groups of children at the end of the day
- This policy helps to eliminate hurt feelings. Children are particularly sensitive to being excluded by someone they think is a friend.

## O. Snacks

Refreshments for special occasions are acceptable for all grades when coordinated with the classroom teachers. Healthy snacks are encouraged.

Due to the growing number of students with allergies to peanuts, please refrain from selecting peanuts or peanut-based foods for class treats or snacks. Chewing gum is not allowed at Brookstone.

## P. Physical Education

All students in Kindergarten through Fifth grades participate in the physical education program. Excuses for P.E. must be sent to the teachers; excessive excuses will be addressed by the Lower School principal. While we do not wish to sit in judgment on such parental decisions, experience has shown that there are those students who intentionally try to avoid participation. Frequent excuses tend to isolate a student from the group and it becomes increasingly difficult to develop a positive attitude towards physical fitness. When such cases occur, a conference with the parents will be requested. Physical fitness tests are administered yearly.

## V. MIDDLE SCHOOL

### Daily Schedule

Period 1	7:55 a.m.	-	8:50	a.m.
Period 2	8:54 a.m.	-	9:44	a.m.
Homeroom/Assembly/Break	9:48 a.m.	-	10:18	a.m.
Period 3	10:22 a.m.	-	11:12	a.m.
Period 4	11:16 a.m.	-	12:06	a.m.
LUNCH	12:10 p.m.	-	12:40	p.m.
Period 5	12:44 p.m.	-	1:34	p.m.
Period 6	1:38 p.m.	-	2:28	p.m.
Period 7	2:32 p.m.	-	3:22	p.m.
AFTER SCHOOL ACTIVITIES	3:30 p.m.	-	6:00	p.m.

**Early Dismissal Time                      11:45**

### Contact Information

Direct Phone Line to Middle School – 706-660-9683

Middle School Fax -- 706-243-3538

- To report student absences, call Mrs. Nicole Farley, 706-660-9683.
- We encourage the use of e-mail to communicate concerns or questions to individual teachers. If you have not received a response within 24 hours, please call the School.
- To request parent-teacher conferences, call Ms. Sandi Smith, Middle School counselor.
- To secure assignments for absent students, parents are encouraged to check the school's web page through BrookNet or ParentNet. Teachers post daily/weekly assignments on-line. If you find that assignments have not been posted for the days needed, call the school and request that assignments be gathered from your child's teachers.
- To discuss concerns about the school or its programs, call Mrs. Chris Moore.

## Middle School Calendar – 2010-2011

AUGUST	9-10	Faculty Staff Pre-Planning
	11	Orientation Meeting for New Middle School Students/Parents, 11:15-12:00 a.m.
	12	<b>First Day of Classes</b>
	13	Sixth Grade WebLink Orientation, 8:00-12:00
	24	Middle School Parent Night, 7:00 p.m.
SEPTEMBER	24-26	School Pictures
	6	<b>Labor Day Holiday</b>
	7	Middle School Parent Panel, 2:00 p.m.
	10	First Mid-Term
OCTOBER	27-30	Week of Service
	30	Family Night
	7-8	Seventh Grade Camping Trip
	15	End of first quarter
	19	Middle School Parent Panel, 2:00 p.m.
	21-22	<b>Fall Break</b>
	25-29	Eighth Grade Trip
NOVEMBER	28	Family Night
	29	Fall Festival
	9	Middle School Parent Panel, 2:00 p.m.
	8-9	Literature Live/Book Fair – Kimberly Willis Holt on Campus
	11	All School Admissions Open House
DECEMBER	15	Second Mid-Term
	24-26	<b>Thanksgiving Holidays</b>
	9	Band/Chorus Concert, 7:00 p.m.
	16-17	8 <sup>th</sup> Grade Exams
JANUARY	20	<b>Winter Holidays Begin</b>
	4	Classes Resume – First Semester ends
	5	2 <sup>nd</sup> Semester (3 <sup>rd</sup> quarter) begins
FEBRUARY	17	<b>Martin Luther King, Jr. Holiday</b>
	27	Bingo --- Family Night
	7	Third Mid-Term
	8	MS Parent Panel, 2:00 p.m.
MARCH	25-28	<b>Winter Break</b>
	14	3 <sup>rd</sup> Quarter Ends
	15	MS Parent Panel, 2:00 p.m.
	17-19	Spring Musical, 7:30 p.m.
	17	Family Night
APRIL	18	Grandparents Day/Dismiss at 11:45 a.m.
	21-25	Middle School Standardized Testing
	4-8	<b>Spring Break</b>
	12	MS Parent Panel, 2:00 p.m.
	21	4 <sup>th</sup> Mid-Term
	28	Fox Fun Day Bidding for Brookstone Family Night
	29	Field Day (8:30-12:00) Country Fair
MAY	18-20	8 <sup>th</sup> Grade Exams
	25	Closing Exercises (dismiss at 10:00)
	26-27	Faculty Post Planning Days

## **A. Academics**

### **1. Assignments**

All Middle School students are required to bring a student assignment book on the first day of school in which to write homework assignments in all subjects for one year. These books allow students to plan ahead, to keep up when sick, and they provide parents an opportunity to check work. All assignments will be posted daily or weekly on the Brookstone School website ([www.brookstoneschool.org](http://www.brookstoneschool.org)) via BrookNet or ParentNet.

### **2. Attendance**

The Middle School principal grants permission for authorized absences from school. Parents should make sufficient advance arrangements with the Middle School principal and the child's teacher(s) in order to permit the successful make-up of missed work. For excused absences (illness, family emergencies) the student has one day per each day absent to make up work and tests. For all unexcused absences (trips, vacation), parents are to assume full responsibility for the work that is to be made up and the child should be fully prepared upon returning to school, which includes being prepared to take any missed tests..

**FORESEEN ABSENCES** - should be scheduled during school holidays since it is difficult for teachers to predict work that will be covered during a specific time and it results in hardships on teachers and students. If the student must miss school, he/she should fill out a class Absence Request Form at least two days in advance. This form can be picked up in the Middle School office.

**UNFORESEEN ABSENCES** - notify the Middle School office.

**EXCESSIVE ABSENCES** - How these will be addressed:

- Absent 10 days – principal will notify parents by letter including a copy of the child's attendance report
- Absent 15 days- principal will meet with parents
- Absent 20 days or more – principal & teachers will meet to see if student will be eligible for the next grade

Parents are responsible for getting students to school on time. Late arrivals are very disruptive to the learning environment. Classes begin promptly at 7:55 a.m. Teachers cannot be responsible for important work missed because of tardiness. Late students must report to the Middle School office. Parents will be notified by the principal when a student has four unexcused tardies per term. Students are considered present only if they attend school for half the school day.

**Students are encouraged to strive for good attendance and punctuality.**

**EARLY CHECK OUT** - If a child is picked up early, parents are asked to send the Middle School office a note or email by 8:30 a.m. **You are also requested to go to the Middle School office to sign student out.** Early dismissals are discouraged. Hair appointments, meeting a friend for lunch, birthdays, etc. will not be accepted as reasons to leave.

**SICK STUDENTS** - **Students should not come to school with a fever.** If your child has a contagious disease, please contact the Middle School office. A child must be fever free and symptom free for 24 hours before returning to school. Students suffering from conjunctivitis (pink eye) must be treated and not return to school for 24 hours thereafter.

### **GENERAL POLICY:**

- Parents must call or email the Middle School office by 8:30 AM on each day of a student's absence.
- Students and parents should not make plans to miss classes either immediately before or after scheduled school vacation periods.
- Students and parents should not make plans to miss during scheduled exams. No early exams will be given.
- Students must receive permission from the principal's office to return to class after any absence. The student must bring a note signed by his/her parents stating the reason for the absence or absences.
- Requests for early dismissal and predetermined excused absences must be cleared by the Middle School Principal.

### MAKE UP WORK:

- Students should check the Assignment Pages online to find missing assignment. It may be helpful to have a homework buddy in each class who can be called for assignments.
- Missed academic work due to an unexcused absence will result in a daily grade of "0". Major assignments missed will be "made up" within 3 days with an 11 point reduction (not to exceed one letter grade) in grade.
- If a student receives an incomplete at the end of a semester, all makeup work must be completed within fifteen (15) school days. Extension of this deadline requires documented extenuating circumstances.

### 3. Books

Students will be issued textbooks in the classroom. In Middle School a book rental fee of \$225 will be charged to the student's account in September. The book rental fee will be all inclusive. This means that all paperback novels, workbooks, and textbooks are included in the rental fee. The parent will reimburse the school for any lost, destroyed, or misused books based on the full replacement cost. When issued books in English, science, math, and social studies, students are to take them home and leave them at home until time to collect books at the end of the year. Teachers in these areas have classroom sets of books for students to use while at school.

### 4. Faculty Availability

Faculty members are available from 3:22 p.m. – 4:00 p.m. each day to assist students and to confer with parents. Parents wishing to make appointments to meet with teachers during their planning periods are requested to call the Middle School guidance counselor.

### 5. Grading and Honor Roll (Grading Periods: Four per year)

A	90-100
B	80-89
C	73-79
D	70-72
F	Below 70

#### **a. Academic Honors**

**Headmaster's List:** All grades 90 or above; **Honor Roll:** 85 average, no grade below 80.

Students whose grades meet the above criteria will be recognized each grading period. Those students who have earned recognition at least three of the four grading periods and whose final averages satisfy the above criteria will receive Honor Roll or Headmaster's List certificates on Awards Day.

#### **b. Failing Grades**

Students in grades six through eight that fail a course for the year must attend the summer school program offered through the Muscogee County School District. Brookstone must receive a certificate of satisfactory completion of the course prior to admittance into the next grade level. It is the parent's responsibility to secure information regarding enrollment in the summer school program.

#### **c. Net Classroom**

Grades for Middle School students are posted weekly on Net Classroom. Parents are issued a user identification number, a password, and instruction sheets are available if needed. Questions about this service should be directed to Nicole Farley in the Middle School office. To access assignments, be sure to use BrookNet or ParentNet.

### 6. Library Privilege

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

### 7. Movies in the Classroom

Instructional time is valuable, thus, only movies that provide a direct and educationally sound connection to material being studied will be shown in Middle School classrooms. Movies with PG ratings will not be shown prior to parental permission being secured. Teachers may use short excerpts from movies with restricted ratings as long as the

excerpt contains no violent or otherwise questionable content (example: a brief scene from The Patriot to illustrate dress during the revolutionary period in American history).

## **8. Speech Program**

Brookstone has a required speech program for eighth grade students. These students are required to do research and deliver a speech at a Middle School assembly. This culminates a combination of research in English class and work in speech class. The most memorable speaker receives an award at the end of the year. All eighth graders will complete a nine-weeks speech course prior to delivering speeches.

## **B. Activities/Athletics**

### **1. Extracurricular Activity Participation Guidelines**

Continued participation in extracurricular activities by a student experiencing academic difficulty will be subject to review by the faculty and the principal.

### **2. Organizations, Opportunities, and Awards in the Middle School**

a. **Student Council:** Each fall, Brookstone Middle School students elect a new Student Council. Each homeroom chooses a class representative to serve on the Council and help make decisions concerning school social and service events. Student Council officers, members of the 7th or 8th grades, are elected by the entire student body, after a campaign of posters and speeches. The Council is a forum where students can voice their opinions about issues that impact their school lives.

b. **Beta Club:** The purpose of the National Junior Beta Club is to promote scholarship, leadership, and good citizenship. Students in grades six and seven become eligible for induction into Beta Club based on academic performance. A student must have earned a 93 academic average for the year in order to be among the seventh and eighth graders inducted the following fall. Only academic subjects are averaged, and no rounding is used. To continue membership, a student must maintain an academic average of 90 with no grade below an 85 and must complete three (3) of the four (4) Beta Club service projects during the school year. In the case that these requirements are not met, the member will be on probation for the following term. Only one probationary period is allowed each year. The need for a second probation in one school year will result in dismissal from the Beta Club. Members are expected to participate in all Beta sponsored fundraising and service projects.

### **c. Clubs, Organizations, and Academic Teams**

Academic Bowl Team

Math Team (6<sup>th</sup> – 8<sup>th</sup>)

Mathcounts Team

History Day Competition

Science Olympiad

Geography Bee

Beta Club

Student Council

### **d. Athletic Teams \***

Football (7<sup>th</sup>-8<sup>th</sup>)\*

Boys & Girls Basketball (7<sup>th</sup>-8<sup>th</sup>)\*

Boys & Girls Cross Country (6<sup>th</sup> – 8<sup>th</sup>)\*

Wrestling (6<sup>th</sup> – 8<sup>th</sup>)\*

Cheerleading (7<sup>th</sup>-8<sup>th</sup>)\*\*

Girls Soccer (6<sup>th</sup>-8<sup>th</sup>)

Boys & Girls Golf (6<sup>th</sup> – 8<sup>th</sup>)

Baseball (6<sup>th</sup>-8<sup>th</sup>)\*

Softball (6<sup>th</sup> - 8<sup>th</sup>)\*

JV Boys & Girls Soccer (8<sup>th</sup>)\*

JV Golf (8<sup>th</sup>)\*

JV Tennis (8<sup>th</sup>)\*

\* In order to participate on any school sponsored athletic team, a student must meet the **eligibility requirements** set by GHSA and a current "physical examination" form must be on file with the Athletic Director prior to trying out.

\*\* In addition to meeting athletic eligibility requirements, students trying out for cheerleader must have **no F's** on their report cards. Unlike other athletic seasons, cheerleading activities span the entire year and demand a great deal of time. Success in the classroom must come before involvement in cheerleading.

## Awards

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

Top Math Student (6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> )	Scott Wilson Cougar Spirit Award (8 <sup>th</sup> )
Top English Student (6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> )	Scholar Athlete (2 8 <sup>th</sup> graders)
Top Science Student (6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> )	Robert A. Newton Award (2 8 <sup>th</sup> graders)
Top Social Studies Student (6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> )	Principal's Award (8 <sup>th</sup> )
Excellence in Spanish Award (7 <sup>th</sup> , 8 <sup>th</sup> )	William A. Fort Scholarships (2 6 <sup>th</sup> , 2 7 <sup>th</sup> , 1 8 <sup>th</sup> )
Excellence in French Award (7 <sup>th</sup> , 8 <sup>th</sup> )	Linda Rogers Memorial Scholarship (8 <sup>th</sup> )
Excellence in Latin Award (7 <sup>th</sup> , 8 <sup>th</sup> )	Headmaster's List (see previous page)
Geography Bee Winner	Outstanding Band Student Awards
Best Citizen Award (2 from each grade)	Outstanding Art Student Awards
Outstanding Athlete (2 8 <sup>th</sup> graders)	Honor Roll (see previous page)
Outstanding Scholar (2 8 <sup>th</sup> graders)	Outstanding Speech Award (8 <sup>th</sup> )

### 3. Physical Education

All students in grades 6 through 8 participate in the physical education program. Physical fitness tests are administered yearly. Students participating in year-long or semester-long music classes may be scheduled for one semester of physical education. There is no required uniform for Middle School physical education, but all students are expected to have a t-shirt, appropriate shorts, and tennis shoes to wear for P.E. If a student fails to bring P.E. clothes, he or she will participate in regular school clothes.

Excuses from P.E. must be addressed to the Middle School principal. While we do not wish to sit in judgment on a parent's decision in these matters, experience has shown that there are students who intentionally try to avoid participation. Frequent excuses tend to isolate a student from the group, making it increasingly difficult to develop in students a positive attitude towards physical fitness.

## **C. Dress Code**

### 1. Regular Dress:

**Pants:** Long pleated or flat style dress pants or jeans that are the correct size (not too tight or too baggy) are acceptable. Outside pockets and/or cargo pants are not acceptable. Pants should be worn at the normal waistline. Carpi style pants are acceptable for girls.

**Shorts:** (Boys and Girls) Bermuda style, **knee length shorts** or appropriate material (no athletic type shorts).

**Skirts:** (Girls only) Skirts of the same type outlined in the pants section may be worn with the length no shorter than two inches above the top of the kneecap.

**Shirts:** Boys are required to wear collared shirts and must wear them tucked in throughout the day.

Girls are required to wear tops appropriate for school (no undergarments, no straps, including cami straps, should show). Girls need to tuck in shirts that are made to be tucked in (example: a boy's polo shirt must be tucked in for girls and boys). Girls' tops should be of a modest design. Shoulder straps must be at least 2 inches in width. Extremely tight, low cut or short tops are not allowed.

**Shoes:** Dress and casual shoes, athletic shoes, or leather sandals are acceptable.

**Outerwear:** Sweaters, blazers, vests, or light jackets may be worn over a shirt that meets the dress code.

### Spirit Day:

Friday is Spirit Day in the Middle School. Students may either follow the regular dress code, or they may wear any Brookstone t-shirt. The t-shirt must fit properly and be in good condition, but it does not have to be tucked in. Regular dress pants, shorts, or skirt guidelines apply.

**2. Dress Up Day:** Dress up days will be announced periodically throughout the year for special occasions. Dress up days will be reserved for special occasions or when special assemblies and guests are present on Campus. Dress Up days will be announced in advance in the morning announcements. "Forgetting" or "not knowing" about a Dress Up day will not be accepted as excuses for not being in dress code for Dress Up day.

### Boys:

Pants: Long pleated or flat style **dress pants**. Outside pockets and/or cargo pants are not acceptable. Pants should be of the correct size and not be overly tight or baggy. Pants should be worn at the normal waistline. Pants should not be torn or ragged. Leather or canvas belts must be worn. Shorts are not acceptable for Dress Up days. Denim pants are not acceptable.

Shirts: Oxford style shirt either short sleeved or long sleeved of a solid color or modest striped or checked design. Shirrtails must be tucked in at all times. Bow ties or regular ties are required for Dress Up day and are to be worn appropriately.

Shoes: Dress shoes and socks. Leather shoes excluding sandals should be worn on dress up days; **athletic shoes are not acceptable for dress up days.**

Outerwear: Sweaters, blazers, vests, or light jackets may be worn over the collared dress shirt.

### Girls:

Pants: Long pleated or flat style dress pants. Outside pockets and/or cargo pants are not acceptable. Pants should be of the correct size and not be overly tight or baggy. Pants should be worn at the normal waistline. Pants should not be torn or ragged. **Stretch or tight fitting slacks are not permitted.** Denim pants are not acceptable.

Shirts/blouses: Girls tops should be of a modest design. Shoulder straps must be at least 2 inches in width. Extremely tight, low cut or short tops are not allowed. Girls will not be required to tuck in their tops; however, if the length of the top is in question, the test of appropriateness will include the raising of both arms to determine if the midriff is covered.

Skirts: Skirts of the same type outlined in the pants section may be worn with the length no shorter than two inches above the top of the kneecap.

Dresses: Dresses no shorter than two inches above the top of the kneecap may be worn. Dresses should have a modest neckline and shoulder straps must be at least 2 inches in width.

Shoes: Leather dress shoes are appropriate. Sandals are acceptable as long as they are of a dressy design and have a heel. Athletic shoes, water-type shoes (Tevas etc.), Birkenstocks, and flip-flops are not appropriate.

Outerwear: Sweaters, blazers, vests, or light jackets may be worn over an appropriate top. General considerations:

- Dress code guidelines are in effect from 7:55 a.m. until 3:22 p.m. and on all school trips.
- Earrings are not allowed for boys and in moderation for girls.
- Visible piercing other than ears are not allowed.
- Visible tattoos are not allowed.
- Hats are not to be worn in the building at any time (boys and girls).
- Extreme haircuts or hair color is not allowed.
- Since fashions are constantly in flux, students are encouraged to seek approval prior to wearing an item if there is a question about its appropriateness. In general, if there is a question about the appropriateness of an article, it probably won't be approved and should not be worn.

The administration reserves the right to determine what is and is not appropriate. All decisions are final. Dress code violations will have the following consequences:

All dress code violations not immediately correctable will result in a detention and the student will contact parents for a change of clothes. If the student's parent is not reachable, the student will not be allowed to attend classes. All classes missed due to dress code infractions will be considered unexcused absences. (See attendance policy)

The second offense will result in assigning the student to two morning detentions.

## **D. General Information**

### 1. Hall Lockers

Hall lockers are school property. They are issued for student use with the expectation that they will be well maintained. There should never be writing on lockers, either inside or outside. Magnets (not tape) should be used to hang pictures, etc. in lockers. Since all textbooks will be left at home throughout the year, there is room in the lockers for all needed supplies, jackets, P.E. bags, etc. Nothing will be stored on top of lockers. If a student brings a large, rolling book bag, it will be stored in the locker, not on the floor and not on top of the lockers.

## 2. Class Parties

Grade parents will provide treats for all students at special times of the year. Individual birthdays are not celebrated at school. Invitations to parties or other functions that do not include every member of the class should be mailed from home and not handed out at school.

## 3. Before and After School Supervision

Unless involved in extracurricular activities or tutoring, all Middle School students are expected to depart the campus by 3:45 p.m. each afternoon. After 3:45 p.m. students still on campus will report to a supervised study hall in the **Extended Day Room**. When parents arrive, they will go in the Extended Day building to pick up their children. The supervised study will close at 6:00 p.m. each day. Parents will be billed at a rate of \$5 per hour, billed by the quarter hour.

## 4. Cougar Café

Middle School students are permitted to visit the Café before 7:55 a.m. and after 3:22 p.m. only. Going to the Café before school is **not** an acceptable excuse for being tardy to class.

## 5. Food in the Hallways

Eating in the hallways is prohibited except when weather makes it necessary to have indoor breaks. If students stop for breakfast on the way to school, they should finish eating before entering the building. Groups that eat during meetings in the project room are not to take food into the hallways. All drinks stored in lockers must be in containers with screw-top caps. Chewing gum is not permitted on campus.

# **E. Student Discipline**

## 1. Alcohol and Other Drugs Policy

Recognizing the pervasive, dangerous, and illegal threat that alcohol and other drugs play in the lives of young people, Brookstone takes a proactive and clear three-pronged approach to our work with our students and parents.

**Education** – During the course of the school year, the School will sponsor (often with the BPA's assistance) educational programs designed to communicate honestly and effectively with students and parents about the risks of involvement with alcohol and illegal drugs.

**Counseling** – Every student and his or her parents have access to confidential counseling related to alcohol or drug problems through the school's guidance offices. Because the School seeks to find avenues of help for students who need help, confidential counseling does not risk a student's enrollment status at Brookstone unless his/her enrollment poses a risk to other students.

**Discipline** – Because alcohol and other illegal drugs have no place on our campus or at any school function or on any school trip, any student found in possession, using, or distributing alcohol or illegal drugs while under the School's supervision (on or off campus) will be subject to the following consequences:

**First offense** – When a student is found to have possessed, used or distributed alcohol or other illegal drugs, the student will be suspended for the appropriate period of time commensurate with the offense by the Principal in consultation with the Headmaster and the Director of Guidance and Counseling. The student's parents will be notified of the offense and the suspension. The parents will also be required to obtain appropriate assessment and counseling for the student and to provide proof of such to the School.

**Second offense** – A second violation of the School's policy on the use or possession of alcohol or other illegal drugs as stated above will result in dismissal from Brookstone.

## 2. Deportment and Citizenship

Brookstone operates under a philosophy that involves well-understood standards of conduct. The faculty appreciates working with students on a basis that promotes a cooperative relationship. Thus, it is essential that each student accept responsibility for personal conduct at all times. When a student chooses to behave inappropriately, there will be consequences. There is no place in a strong educational program for the immature, selfish individual who delights in preventing others from learning.

I am the person responsible for my work.  
**Actions** have consequences.  
**We** lead by example  
**There** is no excuse for bad manners.

An after-school detention is in place for all infractions as determined by the classroom teacher. The teacher will issue a detention notice requiring that a student serve a thirty-minute detention the following afternoon with the teacher issuing the detention. Your child's teachers will inform you of their detention procedures.

An accumulation of three after-school detentions within a nine-week period will result in a Wednesday morning detention.

A major infraction such as using profanity, disrespect, or being sent to the principal will result in a Wednesday morning detention or suspension.

Fighting will result in a Wednesday morning detention or suspension, depending on the circumstances.

Major disciplinary infractions or a series of detentions could result in a student being asked to withdraw from Brookstone.

### 3. Honor Code

The Middle School endorses the Honor Code recommended by the Upper School Honor Code Committee.

Brookstone is a community that believes strongly in the concept of honor. Each student is expected to have a high sense of personal integrity in dealings with other students and in academics. With regard to academic integrity, students are reminded that Brookstone expects its students to adhere to the following code: ***"As a Brookstone student, I will neither lie, cheat, steal nor tolerate any of these acts."***

Definitions:

**Lying:** falsifying the truth.

**Cheating:** giving or receiving unauthorized information on graded material.

**Stealing:** the taking of another person's property without consent of that person.

**Plagiarism:** the use of another person's language, ideas and thoughts as your own original work. This is treated as a serious honor violation. Students are given a thorough orientation on what constitutes plagiarism and should know what is and is not appropriate use of other people's material. When not sure of usage, a student should ask his teacher. All cases of plagiarism will carry a zero for the work and other disciplinary actions will be taken.

This honor code is an integral part of the school. Students, faculty and staff members are expected to strictly enforce its provisions.

Each test, quiz and examination will contain the following statement to be signed by the student:

*"I hereby pledge upon my honor that I will neither give nor receive unauthorized aid on this test."* (Student Signature)

The purpose of this requirement is to remind each student of the responsibility to build and maintain a strong honor system at Brookstone. It is believed that all students want an honorable system and are willing to do everything possible to prevent honor code violations.

Violations of the school's Honor Code will be handled by the teacher and/or the School administration.

## VI. UPPER SCHOOL

### Daily Schedule

7:50 - 7:55	Homeroom
8:00 - 8:50	1 <sup>st</sup> Period
8:54 - 9:44	2 <sup>nd</sup> Period
9:48 - 10:18	Break-Homeroom
10:22 - 11:12	3 <sup>rd</sup> Period
11:16 - 12:06	4 <sup>th</sup> Period
12:10 - 1:00	5 <sup>th</sup> Period
1:00 - 1:34	Lunch
1:38 - 2:28	6 <sup>th</sup> Period
2:32 - 3:22	7 <sup>th</sup> Period

Communication with Upper School - Direct phone line to Upper School – 706-660-9731;  
FAX Number 706-243-3548.

Call Windle McKenzie or come by to visit about any concern that you might have. We encourage you to communicate concerns to individual teachers by email.

Marie Clepper Tiffany Grier	Attendance, Messages
John Stafford	Scheduling/Academic Concerns, Personal Counseling Issues, Advisor/Advisee, Teacher Conferences, Guidance Programs
Frances Berry	College Admissions, Scholarship Opportunities and Financial Aid for College
Todd Stanfill	Athletic Programs, Athletic Schedules, Maps to Events
Mary Snyder	Admissions, Honor Scholarship Program
Diane Durden/Frank Bonner	Tuition Payment/Business Concerns
Catherine Trotter	Financial Aid
Cindy Sparks	Servant Leadership
Jimmy Thompson	Student Activities

## Upper School Important Dates – 2010-2011

<b>August</b>	11	Link Crew/Freshmen Emergenetics (freshmen should receive a letter with instructions)
	12	School Begins
	13	½ Day School
	24 - 26	School Pictures
	26	US Parent Night
<b>September</b>	6	No Classes- Holiday
	13	Upper School Parent Panel—12:30
	22	Cum Laude Induction
	27-Oct. 2	Homecoming Week
<b>October</b>	11	½ Day School
	14	Band & Choral Performance
	18	Upper School Parent Panel—12:30
	21-22	No Classes—Holiday
	29	Halloween Carnival 1:00-4:00
<b>November</b>	8	Upper School Parent Panel—12:30
	24-26	Holiday—No Classes
<b>December</b>	9	Band & Choral Winter Concert
	14-17	Exams (Students are required to be at school only when they have a scheduled exam) There will be two exams each day -8:00-10:00 and 11:00-1:00.
<b>January</b>	4	Classes Resume
	5	Second Semester Begins
	17	Holiday—No Classes
	20	US Open House
<b>February</b>	25-28	Holiday—No Classes
<b>March</b>	14	US Parent Panel—12:30
	17- 9	Spring Musical
	18	Grandparents Day—1/2 Day School
	26	Prom
<b>April</b>	4-8	Holiday - No Classes
	15	Senior Mentor Breakfast
<b>May</b>	9-20	AP Exams
	18	Yearbook Assembly(8:00) Senior Awards (1:30)
	19-25	Exams (Students are required to be at school only when they have a scheduled exam) There will be two exams each day -8:00-10:00 and 11:00-1:00.
	22	Baccalaureate/Graduation
	23	Underclassman Awards (8:00) - Afternoon study appointments—an opportunity for students to meet with teachers about upcoming exams
	25	Official Dismissal

## **A. Academics**

### **1. Advanced Placement Courses**

Students enrolled in an Advanced Placement course will take the AP exam in May as part of the course requirement. Parents will be billed at the beginning of the second semester for each AP exam. On completion of the course, students who take the AP exam and pass may possibly receive college credit.

### **2. Attendance Policy**

ATTENDANCE: Regular class attendance is an essential element for each student's intellectual and personal growth. Chronic absences and tardiness are seeds for students getting behind and increasing difficulty of successfully completing a course. Brookstone School requests that parents assist students in adhering to the procedures relating to attendance matters and reserves the right to deny credit to a student who has excessive absences.

DEFINITIONS:

**Absence:** A student is considered absent when he misses half of the class.

**Foreseen Absence:** Student should complete a Foreseen Absence form and ask teachers how to complete missed work.

**Excused Absence:** The following are considered excused:

Sickness

Doctor or dental Appointments

Death in the family

Brookstone School sponsored events

Authorized college visits (two days per year for juniors and seniors)

Religious holidays or services mandated for all members of a faith

Extenuating circumstances approved by the administration

**Unexcused Absence:** Any reason not listed as excused.

Consequences of unexcused absences:

Missed academic work will result in a daily grade of "0". Major assignments missed will be "made up" within 3 days with an 11 point reduction (not to exceed one letter grade) in grade.

Detentions will be assigned.

Three unexcused absences in an academic semester will result in an automatic reduction of semester grade by one letter grade.

**Late Arrival:** Attendance will be taken after 7:50 a.m. All students arriving after 7:55 must sign in at the principal's office.

**Early Dismissal:** Early dismissals are discouraged. Hair appointments, meeting a friend for lunch, birthdays, etc. will not be accepted as reasons to leave. We will permit no student to leave campus without first obtaining permission from a member of the administrative staff (who will confirm parental permission).

### **Tardy**

Students who are tardy to school must have a note and sign in through the office. Demerits will be assigned for an unexcused (same as unexcused absence) tardy. Individual classroom teachers will report demerits for the tardiness to a class to the Principal's office. No student who accumulates 10 tardiness and/or absences (excused or unexcused) in a class during a semester will be eligible for exemption of exams.

### **General Policy:**

- Attendance will be taken at 7:50 a.m. in homeroom.
- Office personnel will call to confirm reasons for absences if parents have not notified the school in advance.
- Teachers will keep an accurate record of class attendance in each class.
- If a student accumulates 7 absences in any semester class or 14 absences in any year class, teachers will notify the principal. Parents will receive a phone call and a letter from the principal to remind them of the school policy concerning loss of credit. The student's teachers will meet to discuss the circumstances surrounding the excessive absences.
- If a student accumulates 11 class absences in a semester course or 21 class absences in a year course, the teacher will notify the principal and the Attendance Committee will meet to evaluate course credit.

- Parents must call or email the Upper School office by 8:30 AM on each day of a student's absence.
- Students and parents should not make plans to miss classes either immediately before or after scheduled school vacation periods.
- Students and parents should not make plans to miss during scheduled exams. No early exams will be given.
- Students must receive permission from the principal's office to return to class after any absence. The student must bring a note signed by his/her parents stating the reason for the absence or absences.
- Requests for early dismissal and predetermined excused absences must be cleared by the Upper School Principal.
- Early dismissal notes are turned in at the BEGINNING of the day and the student is given a slip. Any notes submitted later must be verified with a phone call (within reason).

### **Make Up Work:**

If a student misses one day of school, he/she will be expected to take any tests and/or turn in any assignments that were due on the day of the absence on the day he/she returns. For each day absent, the student will have equivalent days to make up the work assigned during absence.

Students should have a homework buddy in each class who can be called for assignments.

Missed academic work due to an unexcused absence will result in a daily grade of "0". Major assignments missed will be "made up" within 3 days with an 11 point reduction (not to exceed one letter grade) in grade.

If a student receives an incomplete at the end of a semester, all makeup work must be completed within fifteen (15) school days. Extension of this deadline requires documented extenuating circumstances.

### **Loss of Credit:**

After the tenth absence, whether excused or unexcused in any one class, the student will meet with the Academic Review Board composed of Upper School Principal, the student's advisor, the guidance counselor, and subject teachers to evaluate course credit. Twenty-one (21) days absent (excused or unexcused) will prohibit a student from passing (except in case of serious illness, etc.) for the year.

### **3. Books**

All Upper School students will participate in a book rental program. Book rental fees will be \$400 per student. The book rental fee is all inclusive. This means that all paperback novels, workbooks, textbooks, and agendas are included in the fee. The \$400 does not include summer reading material. The parent/guardian will reimburse the School for any lost, destroyed, or misused books based on the full replacement cost of the book. Every student will be charged the book rental fee in September. No book rental fees will be prorated. Books are distributed at the beginning of the school year and collected at the end of the year.

### **4. Course Schedules and Changes**

Schedule change requests are presented to the Upper School Principal. The Principal, department chairman, and teacher approve all changes. The deadline for dropping or adding a course will be through the last week of July unless the Guidance Counselor or a faculty member recommends a change. Students will have to complete at least one semester of a course if they miss the drop/add deadline.

If during a school year, a student transfers from one course to a comparable course, (i.e., from Algebra 2H to Algebra 2), a teacher evaluation is necessary and the grades from the previous course may be averaged with the new course grades. If at the end of a marking period there are insufficient grades to determine the grade for the new course, the student will receive an incomplete for that marking period.

### **5. Exams**

Exams missed due to illness or emergencies are to be made up as soon as possible. Those missed due to non-emergency situations are to be made up once school reconvenes. If a student is passing a course prior to the end of year exam and the final exam fails the student for the year, the student is entitled to a re-examination. If the student fails the re-exam, the course will have to be repeated.

### **Senior Exam Exemption**

The exemption requirement for each class is:

If a student has at least an 85 average in a semester-length class, it is the instructor's prerogative whether the student must take the final exam. This is also true at the end of the year for year-long courses.

## 6. Library Privileges

The library is to be used for reading and research. The demands on the library are heavy; consequently, we intend to take every precaution to see that it remains orderly so that serious study and research may take place. Any conversation must be quiet and as brief as possible.

## 7. Faculty Advisors

As students matriculate through the Upper School, the need for consistent and thoughtful support from faculty and staff is paramount to their success and growth. One of the roles of faculty is that of being an advisor. The teacher's advising role emphasizes a strategically placed person clearly responsible for knowing what is important about a few students. The Guidance Counselor and Principal will schedule monthly group meetings and advisors will schedule time with individual students to discuss topics or concerns. Students are encouraged to seek personal time with advisors.

## 8. Faculty Availability

Faculty members are available from 7:40 a.m. until 4:00 p.m. daily to assist students. Students should schedule appointments whenever possible. Parents wishing to make appointments are requested to call the Principal's secretary to arrange a convenient time. Calls should be made to the school rather than in the evening at home.

## 9. Grading

(Grading Periods: Each term and semester)

90 – 100	A	Superior
80 - 89	B	Above Average
73 - 79	C	Average
70 - 72	D	Below Average
Below 70	F	Failing

### Academic Honors

Headmaster's Roll: All grades 90 or above. Grades in Honors and AP courses will be multiplied by a factor of 1.05 to determine Headmaster status.

Honor Roll: Overall average of 85 with no grade below 80. Only academic grades will be used to determine if a student has an average of 85. Grades in Honors and AP courses will be multiplied by a factor of 1.05 to determine Honor Roll status.

Certificate of Merit: Presented to the student who has maintained Headmaster status for the year. The Brookstone Parents' Association will place a book in the Media Center in honor of these students.

### Failure Policy for Upper School Students

In support of the educational process that prepares students for college it is important to allow for both academic and personal growth. Brookstone School has defined a course of study that covers, both in content and academic disciplines, what will be necessary to be successful in post high school education.

To allow for students to pursue this process we feel that course failure, though not designed, may at times occur. To guarantee that each child leaves our program prepared for success the following limits have been established:

Only one failure in a core discipline (English, Math, Science, Social Studies and Foreign Language) may occur in the student's four years at Brookstone. A student may only fail 3 courses in the US experience.

Students exceeding either of these items will seek an educational experience at another institution.

## 10. Graduation Credit Requirements

English	4
Foreign Language*	3
Mathematics	4
Science	3
Social Studies**	3
Physical Education	½
Health	½
Fine Arts	1
Computer	½
Electives	2 ½

TOTAL CREDITS NEEDED FOR GRADUATION - 22

\* 3 for Class of 2011

\*\* Includes a semester of Economics and a semester of Government

## 11. Selection Process for National Honor Society Membership (NHS)

Students considered for membership will be from the junior and senior classes. They must meet the academic requirements and have thoroughly completed an activity sheet. All teachers in the upper school will be given an opportunity to comment on each applicant. The student forms and the teacher comments will be presented to the NHS selection committee consisting of selected faculty members. This committee will then review each student at least three times and make a final decision using the established criteria and any additional information available.

### Criteria for National Honor Society

Scholastic ability; an 87 average for seniors and a 90 for juniors for your school career and one of our two honor rolls in the term of your eligibility.

### **Leadership**

- The student who exercises leadership:
- Is resourceful in proposing new problems, applying principles, and making suggestions,
- Demonstrates leadership in promoting school activities,
- Exercises influence on peers in upholding school ideals,
- Contributes ideas that improve the civic life of the school,
- Is able to delegate responsibilities,
- Exemplifies positive behavior,
- Inspires positive behavior in others,
- Demonstrates academic initiative,
- Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding,
- Demonstrates leadership in the classroom, at work, and in school activities,
- Is thoroughly dependable in any responsibility accepted.

### **Service**

- The student who serves:
- Is willing to uphold scholarship and maintain a loyal school attitude,
- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties;
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance,
- Works well with others and is willing to take on difficult or inconspicuous responsibilities,
- Cheerfully and enthusiastically renders any requested service to the school,
- Is willing to represent the class or school in inter-class and inter-scholastic competition,
- Does committee and staff work without complaint,
- Shows courtesy by assisting visitors, teachers, and students.

## Character

- The student of character:
- Takes criticism willingly and accepts recommendations graciously,
- Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, and stability),
- Upholds principles of morality and ethics,
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.,
- Demonstrates the highest standards of honesty and reliability,
- Shows courtesy, concern, and respect for others,
- Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom,
- Has powers of concentration and sustained attention as shown by perseverance and application of studies,
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others,
- Actively helps to rid the school of bad influences or environment.

## 12. Selection Process For Cum Laude Society Membership

As provided in the Constitution, a Chapter may elect not more than 20% of the senior class who have demonstrated academic excellence in the college preparatory curriculum. The election is held in the fall of the senior year.

## 13. Speech Program

Seniors are required to do research and deliver a speech before an Upper School student assembly. The L. Ashley Walters Memorial Speech Award has been established for the most outstanding senior speech. This is a one-time scholarship award that provides a partial payment of the first semester's tuition at the winner's chosen college. The award is in memory of Ashley Walters, class of 1984.

## 14. Study Halls

Upper School students are to report to study halls promptly and are not permitted to leave without the permission of the monitor. Those students in study hall wishing to use the library must have a note from the teacher in the course requiring such work. This procedure prevents the library from being over crowded with students who are merely doing homework assignments that do not require the use of the library.

## 15. After School Supervision

Unless involved in extracurricular activities or tutoring, all students are expected to depart the campus by 3:45 p.m. each afternoon. Any changes in this must be cleared through the Principal of the Upper School.

## 16. Tutoring For Extra Help

Teachers are available before and after school, (7:40 a.m.-7:50 a.m.) (3:25 p.m.-4:00 p.m.), to assist students with extra help. While Brookstone teachers try to provide as much extra help for students as possible, there are times when the faculty will contact the family and recommend tutoring. On-campus tutors must be arranged and monitored by the Learning Center staff. In most cases, Brookstone can recommend a tutor that is known to the school and who knows our program.

## 17. Summer School

Students who need to make up work in the summer as a result of failure must successfully complete the course at a SACS accredited summer school. This requirement meets existing SACS guidelines. NOTE: Courses that are required for graduation may not be taken in summer school for the first time as new courses.

## **B. Athletics**

### 1. Eligibility

GHSA By-laws state "To be eligible to participate and/or try out in interscholastic activities, a student is required to pass five (5) Carnegie unit subjects counting towards graduation, or their equivalent, **the semester or quarter immediately preceding participation.** GHSA passed a By-Law using the end-of-year grade as the source for gaining eligibility for the next fall. An athlete must finish the season as a member in good standing to be eligible to receive any awards.

## 2. Participation

Please refer to the Brookstone School website ([www.brookstoneschool.org/page/athletics](http://www.brookstoneschool.org/page/athletics)) for all information regarding participation in athletics.

## 3. Physical Education

During the four Upper School years, each student must complete 1 year of P.E., including health. Excuses from P.E. must be addressed to the Upper School Principal. Parents are asked not to write excuses for students to miss participation in physical education. Absences tend to isolate a student from the group and make it difficult to develop a positive attitude towards physical fitness. When excessive absences occur, a conference with the parents will be requested.

## **C. Dress Codes**

### **Mondays—Thursdays (Regular Dress)**

**Pants:** Long pleated or flat style dress pants or denim pants. Outside pockets and/or cargo pants are not acceptable. Pants should be of the correct size and not be overly tight or baggy. Pants should be worn at the normal waistline. Pants should not be torn or ragged. Leather or canvas belts must be worn. Capri type pants are acceptable for girls.

**Shorts:** Bermuda style, knee-length shorts of appropriate material (no athletic type shorts). Belts must be worn with shorts.

**Skirts:** Skirts of the same type outlined in the pants section may be worn with the length no shorter than two inches above the top of the kneecap.

**Shirts: (Boys and girls)** Oxford style shirts either short sleeved or long sleeved of a solid color or modest striped or checked design. Golf type shirts should be of a solid color or modest stripe or checked design. Turtleneck shirts and mock turtleneck shirts are acceptable. Shirrtails must be tucked in at all times (Boys only).

**Shoes:** Dress and casual shoes, athletic shoes, or leather sandals are acceptable.

**Outerwear:** Sweaters, blazers, vests, or light jackets may be worn over a shirt with a collar.

### **Fridays (Spirit Days)**

- Royal blue, white or gray shirt
- Teams can dress in athletic wear if they are playing on that day
- Royal blue, white and gray shirts are sold at the Cougar Shoppe
- OR – a regular collared shirt of the three above colors can be worn on Friday
- No Country Fair shirts on Spirit days
- Tucking in shirts needs to be enforced
- Enforcement of the dress code is a responsibility of the faculty at the beginning of each day

### **Dress Up Days (specific days announced by the school)**

Dress up days will be announced periodically throughout the year for special occasions. Dress up days will be reserved for honoring students (National Honor Society, Cum Laude, etc.) or when special assemblies and guests are present on campus. Dress up days will be announced in advance in the morning announcements. “Forgetting” or “not knowing” about a Dress up day will not be accepted as excuses for not being in dress code.

### **Boys:**

**Pants:** Long pleated or flat style dress pants. Outside pockets and/or cargo pants are not acceptable. Pants should be of the correct size and not be overly tight or baggy. Pants should be worn at the normal waistline. Pants should not be torn or ragged. Leather or canvas belts must be worn. Shorts are not acceptable for Dress Up days. Denim pants are not acceptable.

**Shirts:** Oxford style shirts either short sleeved or long sleeved of a solid color or modest striped or checked design. Shirrtails must be tucked in at all times. Bow ties or regular ties are required for Dress Up day and are to be worn appropriately.

**Shoes:** Dress shoes and socks. Leather shoes excluding sandals should be worn on Dress Up days; athletic shoes are not acceptable for dress up days.

**Outerwear:** Sweaters, blazers, vests, or light jackets may be worn over the collared dress shirt.

### Girls:

**Pants:** Long pleated or flat style dress pants. Outside pockets and/or cargo pants are not acceptable. Pants should be of the correct size and not be overly tight or baggy. Pants should be worn at the normal waistline. Pants should not be torn or ragged. Stretch or tight fitting slacks are not permitted. Denim pants are not acceptable.

**Shirts/blouses:** Girls tops should be of a modest design. Shoulder straps must be at least 2 inches in width. Extremely tight, low cut or short tops are not allowed. Girls will not be required to tuck in their tops; however, if the length of the top is in question, the test of appropriateness will include the raising of both arms to determine if the midriff is covered.

**Skirts:** Skirts of the same type outlined in the pants section may be worn with the length no shorter than two inches above the top of the kneecap.

**Dresses:** Dresses no shorter than two inches above the top of the kneecap may be worn. Dresses should have a modest neckline and shoulder straps must be at least 2 inches in width.

**Shoes:** Leather dress shoes are appropriate. Sandals are acceptable as long as they are of a dressy design and have a heel. Athletic shoes, water-type shoes (Teva, etc.), Birkenstocks, and flip-flops are not appropriate.

**Outerwear:** Sweaters, blazers, vests, or light jackets may be worn over an appropriate top.

General considerations:

- Boys are expected to be cleanly shaven at all times
- Dress code guidelines are in effect from 7:50 a.m. until 3:22 p.m. and on all school trips.
- Earrings are not allowed for boys and in moderation for girls.
- Visible piercing other than ears are not allowed.
- Visible tattoos are not allowed.
- Hats are not to be worn in the building at any time.
- Extreme haircuts or hair color are not allowed.
- Since fashions are constantly in flux, students are encouraged to seek approval prior to wearing an item if there is a question about its appropriateness. In general, if there is a question about the appropriateness of an article, it probably will not be approved and should not be worn.
- The administration reserves the right to determine what is and is not appropriate. All decisions are final. Dress code violations will have the following consequences:

All dress code violations not immediately correctable will result in a detention and the student will be sent home to correct the violation. If the student's parent is not reachable, the student will not be allowed to attend classes. All classes missed due to dress code infractions will be considered unexcused absences. (See attendance policy). The second offense will result in assigning the student to two morning detentions. After the second offense, subsequent dress code violations will result in a Saturday Work day.

### **D. Phone Messages**

During the school day **ONLY EMERGENCY MESSAGES** will be delivered to the student. All other messages will be placed on the student bulletin board in the entrance near the back parking lot.

### **E. School Dance Regulations**

The rules will be read to the student body prior to each dance. The following represent some rules that will be in effect:

- no smoking, alcohol or drugs are to be consumed at the dance or on the school grounds and students may not come to the dance under the influence of alcohol or drugs;
- students will not be allowed to enter the dance after the first hour;
- students may not leave the building and return to the dance;
- students are required to remain in the areas defined by the dance chaperones throughout the time they are in attendance.

### **CHAPERONES**

Brookstone provides chaperones for all school-sponsored activities. The sponsor or coordinator of the event will select teams of chaperones.

## F. Senior Privileges

Certain privileges have been granted to seniors in good academic standing. Those privileges include:

- studying independently rather than being assigned a study hall;
- special access to the Cougar Café at lunch each school day;
- first preference for student parking spaces.

These privileges are granted yearly, but with the understanding that the School expects each senior to assume certain responsibilities commensurate with the privileges. Seniors and their parents must sign a "Senior Privilege" contract to establish eligibility for privileges.

## G. Student Automobiles

All students who drive cars to school must be registered with the Upper School office. Misuse of private cars will be reported to parents. Students who handle cars in a careless manner will be disciplined and may be restricted from bringing them on the school grounds. **The maximum speed limit on campus is 19 m.p.h.**

Students driving automobiles to school may NOT use them until the end of the school day when they are free of school obligations and are leaving campus. Any student who leaves campus without approval may lose their driving privileges. Students should not loan their car nor borrow other student's cars. Damage done to property of the School or other students' property by student automobiles will be the responsibility of the student and his/her family.

Rules governing students with or without automobiles are:

- 1) students are NOT to go to the parking lot during the academic day;
- 2) students are NOT to sit in cars while parked on the grounds;
- 3) students are NOT to park in the Illges Gym parking lot prior to 5:00 p.m.;
- 4) students who park in spaces not assigned to them are subject to having their vehicles towed and their driving privileges revoked.

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

Students who anticipate getting a Georgia driver's license must participate in a statewide mandatory drug and alcohol program. This program will be offered during the second semester. A record of their attendance and successful completion will be sent to the Division of Motor Vehicles. Students need to pick up their card certifying completion of the course and a Certificate of Attendance from the Upper School office BEFORE they take their driving test. Also during the course of the year, classes in Health Education will devote a great deal of time to drug and alcohol education for students at all levels.

## H. Student Discipline

### 1. Alcohol and Other Drugs Policy

Recognizing the pervasive, dangerous, and illegal threat that alcohol and other drugs play in the lives of young people, Brookstone takes a proactive and clear three-pronged approach to our work with our students and parents.

**Education** – During the course of the school year, the school will sponsor (often with the BPA's assistance) educational programs designed to communicate honestly and effectively with students and parents about the risks of involvement with alcohol and illegal drugs.

**Counseling** – Every student and his or her parents have access to confidential counseling related to alcohol or drug problems through the school's guidance offices. Because the school seeks to find avenues of help for students who need help, confidential counseling does not risk a student's enrollment status at Brookstone unless his/her enrollment poses a risk to other students.

**Discipline** – Because alcohol and other illegal drugs have no place on our campus or at any school function or on any school trip, any student found in possession, using, or distributing alcohol or illegal drugs while under the school's supervision (on or off campus) will be subject to the following consequences:

First offense – When a student is found to have possessed, used or distributed alcohol or other illegal drugs, the student will be suspended for the appropriate period of time commensurate with the offense by the Principal in consultation with the Headmaster and the Director of Guidance and Counseling. The student's parents will be

notified of the offense and the suspension. The parents will also be required to obtain appropriate assessment and counseling for the student and to provide proof of such to the school.

Second offense – A second violation of the school's policy on the use or possession of alcohol or other illegal drugs as stated above will result in dismissal from Brookstone.

## 2. Deportment and Citizenship

Brookstone operates under a philosophy that involves well-understood standards of conduct. The faculty strives to work with students on a basis that promotes a cooperative and practicable relationship. Thus, it is essential that each student accept total responsibility for his or her conduct at all times.

Teachers are instructed not to tolerate misbehavior in the classroom. The school should not have to be constantly involved in disciplinary actions. Time spent in this manner simply takes away valuable teaching time from those students who deserve an atmosphere where learning is uninterrupted. There is no place in a strong educational program for the immature, selfish individual who delights in preventing others from learning.

School rules are applicable to trips on which students act as representatives of the School. The School by no means intends to overlook deportment that does not meet the accepted guidelines. Such offenses as being late to class, chewing gum, lack of class materials, disturbances in study hall or library, improper dress and similar actions automatically subject a student to disciplinary actions. Student use of tobacco of any sort is prohibited on the campus.

## 3. Honor Code

Brookstone is a community that believes strongly in the concept of honor. Each student is expected to have a high sense of personal integrity in dealings with other students and in academics. With regard to academic integrity, students are reminded that Brookstone expects its students to adhere to the following code: *"As a Brookstone student, I will neither lie, cheat, steal nor tolerate any of these acts."*

### Definitions:

Lying: falsifying the truth.

Cheating: giving or receiving unauthorized information on graded material.

Stealing: the taking of another person's property without consent of that person.

Plagiarism: the use of another person's language, ideas and thoughts as your own original work. This is treated as a serious honor violation. Students are given a thorough orientation on what constitutes plagiarism and should know what is and is not appropriate use of other people's material. When not sure of usage, a student should ask his teacher. All cases of plagiarism will carry a zero for the work and other disciplinary actions will be taken.

This Honor Code is an integral part of the school. Students, faculty and staff members are expected to strictly enforce its provisions.

Each test, quiz and examination will contain the following statement to be signed by the student: *"I hereby pledge upon my honor that I will neither give nor receive unauthorized aid on this test."* (Student Signature)

The purpose of this requirement is to remind each student of the responsibility to build and maintain a strong honor system at Brookstone. It is believed that all students want an honorable system and are willing to do everything possible to prevent honor code violations.

### Violation Procedures:

In the Upper School, a student at Brookstone is obligated to refrain from lying, cheating, or stealing. The procedures for dealing with Honor Code offenders are explained below.

When aware of an Honor Code infraction, a student or faculty member should confront the violator(s) and if not satisfied that the violator(s) will cease such behavior, report the violation to the Student Body vice-president (Chairman of the Honor Council) or the Upper School administration.

The Honor Council will recommend, in writing, punishment for Honor Code infractions and all interpretations of the Honor Code to the Administration.

#### 4. Honor Council (Structure)

The structure allows for more student input into the action to be taken when there is an Honor Code violation. The Honor Council will hear evidence, call witnesses, make evaluations, and present recommendations to the Upper School Principal. The final decision on action to be taken ultimately rests with the school administration who is held accountable for all final decisions. The makeup of the Council is as follows:

**Student:** (All voting members) - 4 Seniors, 3 Juniors, 2 Sophomores

\*The vice-president of the Student Government will serve as Chairman of the Council and will run the meeting.

\*\*There will be three alternates selected, one from each class represented. These alternates will be called to sit on the Council in cases where a Council member is absent or involved in an incident.

Faculty

2 Faculty (voting members) - 1 Advisor (non-voting member-recording and reference person)

\*An alternate faculty member will be chosen in case a voting member is absent or involved in an incident.

#### 5. Minimum Guidelines of Punishment

The following standards are designed to eliminate inconsistency in punishment and make students aware of the consequences for inappropriate behavior. The Board of Trustees endorsed this guideline. The following list of minimum punishments will be followed by the school administration. This does not prevent possible legal action being taken against a student by anyone affected by the student's actions.

##### **LEVELS OF DISCIPLINARY OFFENSES**

<b>Level One – Teacher Admonition</b>	Cursing, tardiness, foul language, dress code violation, noisy disruption of study hall or class
<b>Level Two – Written Report (Teacher to Administration) 5 Demerits</b>	Repeated occurrences of level one offenses, being dismissed from class, reckless driving on school property, defacing school or personal property, deliberate disobedience, insubordination, or disrespect, accumulation of demerits: 15 (3 days break detention); 20 (morning detention); 35 (Saturday school)
<b>Level Three – Written Report, Suspension</b>	Repeated occurrences of level two offenses, cheating (Honor Council may convene), hazing, stealing, fighting (minimum one day out-of-school suspension). Other behavior determined inappropriate by the administration.
<b>Level Four – Written Report, Expulsion</b>	Hazing, repeated occurrences of level three offenses, striking a teacher, conviction of a felony, sale or distribution of controlled substances or any illegal drugs, possession of drugs consumption of alcohol or weapons. The administration has the responsibility to place any offense at a level it deems appropriate and determine punishment accordingly.

#### 6. Suspensions

Any student who is suspended "in-school" will report to the Principal and will not attend classes nor have daily interaction with the student body. The student will be responsible for turning in any materials due that day to his teachers at the end of the school day. The student is ineligible for any extracurricular activities on the day of suspension.

Any student suspended "out-of-school" is not allowed on campus during the period of suspension. This includes participation in or attendance at any extracurricular activities. Out-of-school suspensions become a part of the student record. This type of suspension could result in zeros for all academic work required on the day of the suspension.

## **SPECIAL AWARDS – 2010**

The Rothschild English Medal	John McKay Sheftall
The Mary and Jack Passailaigue Foreign Language Medals French Spanish Latin	Victoria Lynn Edgar Kelley Marie McIntire Nicholas Arthur Pell
The Herndon Mathematics Medal	Sagar Ashwin Patel
The Hazouri Science Medal	Blakeley Kumar Hudson
The Kirven History Medal	John McKay Sheftall
The Dramatics Medal	Charles Freeman McCluskey
The Sarah Smith Hart Art Medal	Jacob Kevin Howard
The Jordan Music Medal	Slayton Beck Gilmore
The McConnell-Tucker Journalism Medal	John McKay Sheftall
The Coaches' Outstanding Athletic Medal-Girl The Coaches' Outstanding Athletic Medal-Boys	Anne Alstynne Gravlee Jasper Harris Mason
The Doris and Tom Black Award To the graduating student who has contributed the most to Brookstone School through personal achievement, leadership quality, and character.	Jack Tomblin Warren
The Charles L. Johnston Award To the Senior who has given cheerful and unselfish service to Brookstone School by an appreciative and grateful faculty.	Jack Tomblin Warren
The James P. McCallie Valedictory Award To the Senior with the highest scholastic average--awarded by the Brookstone Board of Trustees.	Rachel Margaret Wiseley
The Charles J. Cumiskey Award  To two graduating students, one female and one male, who have attended Brookstone School at least six years. The recipients have personified the spirit of Brookstone through tenacity, perseverance, congeniality, optimism and loyalty.	Slayton Beck Gilmore Mary Reynolds Porter
The Timothy Baldwin Tarpley Award Established by the Class of 1979 as a perpetual honor to their friend and classmate, Timothy Tarpley, this award is presented annually by vote of the Senior class of Brookstone School to a teacher who has consistently and unselfishly devoted extraordinary personal commitment in serving the interests of Brookstone School and its students.	Dr. Belle Harrell
The Ray E. & Evelyn M. Crowley Scholarship Award  The Fund provides partial tuition assistance exclusively on the basis of scholastic achievement, academic promise and demonstrated qualities of leadership. Demonstrated financial need is not a criterion for consideration. Preference is given to students who are new to Brookstone, to include the applicants for the Honor Scholarship Program.	Natalie Morris Sydney Weaver

The Walter E. Meinzen Award Anne Alstynne Gravlee  
To the senior who has shown remarkable tenacity and improvement in studying mathematics, in memory of Col. Walt Meinzen.

The Mike Kennedy Memorial Scholarship Award Jack Schley  
Established in memory of Mike Kennedy, this award is presented annually to a rising senior who has demonstrated leadership in extracurricular activities and has maintained a satisfactory academic average at Brookstone. Department chairmen select the winner from a list of four candidates nominated by the junior class.

The L. Ashley Walters Scholarship Award Blakeley Kumar Hudson  
This award has been established in memory of Lenora Ashley Walters, a member of the graduating class of 1984. The recipient of the outstanding speech award was selected by the faculty for his outstanding research and delivery in the annual Senior Speech Program. The one-time cash award is to be applied toward the winner's college tuition.

The Martha Karen Heard Community Service Award Mary Reynolds Porter  
This award is in memory of Martha Karen Heard, a Brookstone graduate who died in an automobile accident. The award is presented to the graduating senior who has demonstrated exceptional work in the area of community service.

The Hallmark Award Jack Tomblin Warren  
This award recognizes the graduating senior who has distinguished himself/herself by possessing characteristics worthy of recognition...honesty, a humble display of integrity, and good moral judgment. Just as the name Hallmark suggests, this individual has been "marked" by their exceptional character traits.

The G. Gunby Jordan Scholarship Award Ben Wilson  
This award is in memory of G. Gunby Jordan, a charter member of the Board of Trustees. This award is presented to a rising senior who exhibits academic excellence, leadership, and character.

The Linda Rogers Award Trey Thorne  
Selected by the Middle School faculty, The Linda Rogers Award recognizes the rising ninth grade student who has demonstrated excellence in scholarship and service to the school.

Bradley Turner Leadership Award Hwan Chong  
The award is presented to a rising ninth grade student who is academically qualified and has identified leadership potential.

The Trotter Leadership Award Rachel Wiseley  
Michael Ippolito  
Established in honor of Mrs. Catherine Trotter, this award is presented annually to a senior who has demonstrated excellence in leadership and service.

## VII. STAFF AND FACULTY

### ADMINISTRATION

Brian D. Kennerly

B.A., Vanderbilt; M.A., Columbia University

P. Todd Stanfill, Athletic Director; Assistant Headmaster

B.S., University of Tennessee at Martin; M.S., West Georgia College; Ed.S, Albany State

Marcia D. Mathis, Lower and Intermediate School Principal

B.A., University of Georgia; M.Ed., Georgia College

Chris R. Moore, Middle School Principal and Fine Arts Director

B.A., Auburn; M.Ed., Ed.S., Columbus State University; Salzburg College

E. Windle McKenzie, Upper School Principal

B.S., M.Ed. Math, Columbus State University

Frank W. Bonner, Jr., Chief Financial Officer

B.S., Business Administration, M.B.A., B.B.A. Accounting Columbus State University

Catherine B. Trotter, Director of Institutional Advancement

A.B.J., University of Georgia

Mary S. Snyder, Enrollment Director

B.B.A., University of Georgia; M.B.A., Columbus State University

### ACADEMIC CHAIRS

McDuffie Chair in English.....Dr. Jim East

Established in 1980 by the Hardaway family, the McDuffie Chair is in memory Dr. James Henry McDuffie, Jr. who practiced medicine in Columbus from 1918 until his death in 1950.

Thompson-Carter Chair in Elementary Education and Reading.....Dr. Cassandra H. Kennon

The Thompson-Carter Chair was established by Mrs. Alfred C. Thompson, Sr., in honor of her grandchildren, Robert Sheffield Carter, William Jackson Carter and John Barrett Carter, sons of Mr. and Mrs. Robert J. Carter.

The Louis A. Hazouri Chair in Science.....Dr. H. Dale Epperson

Hazouri Chair was established in honor of the late Dr. Louis A. Hazouri, a loyal and generous Trustee who served Brookstone faithfully.

The Brookstone Parents Association Chair in Environmental Science.....B. Sam Pate

This chair was established by the Brookstone Parents' Association during the Capital Campaign of 1990. The recipient will explore with students in all three schools their natural surroundings and environmental issues pertinent to their level of study.

The Amos Chair in History.....Nan R. Pate

The Kathelen V. and Daniel P. Amos Chair in History was established in 2007 by Kathelen V. and Daniel P. Amos in recognition of the importance of the study of History within a liberal arts education and to reward excellence in the instruction of History..

The Jordan Chair in Fine Arts.....Sharon F. Jiles

Established through the estate of Helen Swift Jordan, the Chair is in memory of Mr. & Mrs. G. Gunby Jordan significant Brookstone benefactors who supported the Arts in Columbus and at Brookstone throughout their lives.

### COLLEGE COUNSELING

Frances R. Berry, Director of College Counseling

B.S., Brenau College; M.Ed., Columbus State University

Christina S. Epperson, College Counseling Assistant

B.S., Auburn University; M.Ed., Columbus State University

## **CURRICULUM**

Cassandra H. Kennon, Director of Studies  
B.S., LaGrange College; M.Ed., Ed.S., Georgia State University; Ed.D., Auburn University

## **SERVANT LEADERSHIP**

Cindy B. Sparks, Servant Leadership Program Director  
B.A., Furman University  
Meghan T. Blackmon, Assistant Servant Leadership & Advancement  
B.S., Vanderbilt University

## **DEPARTMENT CHAIRS**

John C. Chappelle, Mathematics  
B.S., Virginia Polytechnic Institute; M.S., Utah State University  
Shirley Ann Garrett, Teacher, Fifth Grade Science  
B.S., M.Ed., Auburn University  
Olga Andalia-Jenkins, Teacher, Lower School Spanish  
B.A., Florida Atlantic University  
Anne H. Jones, Technology  
B.S., University of North Carolina at Greensboro; M.Ed., Ed.S., Troy State University  
Robert Mullinax, Fine Arts  
B.A., Instrumental Music Educational Music Education, K-12 Troy University  
Barbara Livengood, Social Studies  
B.S., M.Ed., Columbus State University  
Kathy Robison, Teacher, Lower School  
B.S., Edinboro State College  
P. Todd Stanfill, Athletic  
B.S., University of Tennessee at Martin; M.S., West Georgia College; Ed.S., Albany State  
Cynthia A. Strange, English  
B.A., Harvard; Graduate course work at University of NC at Chapel Hill; Greensboro College

## **TECHNOLOGY**

Julie Sway, Director of Instructional Technology  
B.S. Computer Science, University of North Carolina at Chapel Hill; M.B.A. Georgia State University  
Alex Higgins, Technology Support Specialist  
B.S., Computer Science-Systems, Columbus State University

## **EXTENDED ACTIVITIES**

Frederique Chiarot-Severns, Director of Extended Activities  
COALA Certificate; Advance Level Certificate in English as a second language, Columbus State University;  
Columbus Technical College

## **MEDIA**

Ronald M. Ussery, Director of Library and Media Services  
B.A., LaGrange College; M.S., Troy State University  
June R. Wood, Lower School Librarian  
B.S., University of Alabama; M.Ed., Auburn University  
Sarah E. Lintymer, Media Assistant  
Martha G. Meeks, Media Assistant  
B.S., Columbus State University; M.Ed., Georgia Southwestern College

## **GUIDANCE**

John P. Stafford – Director and Upper School Guidance Counselor  
B.S., Central Michigan University; M.S., University of Wisconsin  
Sandra J. Smith, Middle School Guidance Counselor  
B.S., M.Ed., Ed.S. Columbus State University  
Kenneth S. Hoats, Lower and Intermediate School Guidance Counselor  
B.A., University of Georgia; M.S., Georgia State University

## **READING-LEARNING CENTER**

Lois R. Johnston, Director

A.B., Queens College; M.Ed., Georgia State University

Mary T. Cain, Teacher

B.S., University of Georgia; M.Ed., Columbus State University

Karen Gilliam, Teacher

B.S., Columbus State University; M. Ed., Middle Grades Reading, Columbus State

Deborah L. King, Teacher

B.A., Morehead State University; M. Ed., Troy State University; Certified Reading Recovery Teacher, Georgia State University

## **FINE ARTS**

Cecile S. Bone, Art, Grades 3-8

B.A. Studio Art, Converse College

Sara B. Bradley, Art, Grades 9-12

B.A., Wake Forest University; M.Ed., University of Georgia; 4 Year Painting Certificate, Art Students League of New York

Sharon F. Jiles, Drama, Grades 5-12

B.A., Univ. of TN; Course work at Memphis State Univ., Univ. of Houston; M.Ed. Columbus State University

Alice Kay McFarland, Music, Grades 5-12

B.A., Asbury College; M.S. Georgia Peabody College; M.A. Florida Atlantic University

Robert Mullinax, Band, Grades 5-12

B.A., Instrumental Music Educational Music Education, K-12 Troy University

Clare T. Tharpe, Art, Grades 1-2

B.A. Art, M.Ed., Columbus State University

## **PHYSICAL EDUCATION**

Deborah C. Ball

B.S. Ed., University of Georgia; M.Ed., Georgia Southwestern College; Ed.D. Auburn University

Mary Lynne Cumiskey

B.S., University of Georgia; Rollins College

William M. Durden

B.S., Bob Jones University; M.Ed., Ed.S. Troy State University

Albert "Blair" Harrison

B.A., University of Tennessee; Maryville College M.E., Lincoln Memorial University; Ed.S., Columbus State University

Vince Massey

B.A., M.Ed., Columbus State University

Cortney Norris

B.S., Exercise Science, Columbus State University

## **LOWER and INTERMEDIATE SCHOOL FACULTY**

Emily Blalock, Teacher, Pre-Kindergarten

B.S., Mercer University; M.Ed., Troy State; Ed.S., Columbus State University

Lynn B. Brown, Teacher, Computer

B.B.A., M.Ed., University of Georgia

Leslie M. Bryan, Teacher, Third Grade

B.S., M.Ed., Columbus State University

Starr Burks, Teacher Assistant, Pre-Kindergarten

Dawn S. Burts, Teacher, Pre-Kindergarten

B.S., Valdosta State University; M. Educational Leadership, Troy University

Nancy M. Collier, Teacher, First Grade

B.S., M.Ed., Troy State University

Bawana P. Cullen, Teacher, Kindergarten

B.S., Auburn University

Sharman M. Dryden, Teacher Assistant, Pre-Kindergarten

B.A. Fine Arts, University of Georgia

Kimberly H. Evans, Teacher Assistant, First Grade

B.S., Kennesaw College

Billie P. Flowers, Teacher, Kindergarten

B.A., Wesleyan College

Shirley Ann Garrett, Teacher, Fifth Grade Science  
 B.S., M.Ed., Auburn University

Elizabeth D. Graham, Teacher Assistant, Third and Fourth Grade  
 B.A., M.A., Furman University; M.Ed. Auburn University

Shannon Henry, Teacher, First Grade  
 B.S., Auburn University

Olga Andalia-Jenkins, Teacher, Lower School Spanish  
 B.A., Florida Atlantic University

Anne H. Jones, Teacher, Computer  
 B.S., University of North Carolina at Greensboro; M.Ed., Ed.S., Troy State University

Kay Kennedy, Teacher, Third Grade  
 B.S., Auburn University; M.Ed., Columbus State University

Libbie P. Key, Teacher, Music  
 B.B.A., Wesleyan College

Beverly Krause, Teacher, Pre-Kindergarten  
 B.S., University of Connecticut

Toncy Little, Teacher Assistant, First Grade  
 B.S., Auburn

Allison M. McGregor, Teacher, Third Grade  
 B.S., University of Georgia

Dorothy D. Mobley, Teacher Assistant, Pre-Kindergarten  
 Mercer University, Middle GA Technical Institute

Benjamin S. Pate, Teacher, Science  
 B.S., Auburn University

Stacy M. Pease, Teacher, English, Intermediate School  
 B.A., Auburn University; M.Ed. Auburn University at Montgomery

Susan C. Pitts, Teacher, Second Grade  
 B.S., Troy State University; M.Ed. Columbus State University

Laura P. Porter, Teacher Assistant, Kindergarten  
 B.A. Auburn University

Mia K. Rice, Teacher, Literature, Intermediate School  
 A.A. Northeast Mississippi Community College; B.A.Ed., M.Ed. University of Mississippi

Kathy Robison, Teacher, Fourth Grade  
 B.S., Edinboro State College

Karen A. Russell, Teacher Assistant, Kindergarten  
 Columbus State University

Lori Schorr, Teacher, First Grade  
 B.S., M.Ed. Auburn University

Tammy A. Shortnacy, Teacher, Kindergarten  
 B.A., Columbus State University; M.Ed., Troy State University

Ann Stahl, Teacher, Fourth Grade  
 B.S., Creighton University; M.Ed., University of Missouri

Mary Margaret Stone, Teacher Assistant, Second Grade  
 Columbus State University, Auburn, Birmingham Southern College

Karen Thomas, Teacher Assistant, Kindergarten  
 Medical Secretary, Phillips Business College; Columbus State University

Kimberly H. Voltz, Teacher, Math, Intermediate School  
 B.F. Auburn University; B.Ed. Columbus State University; M.Ed. Specialist Ed. Troy State University

Jodi H. Waldrep, Teacher, Second Grade  
 B.S. F.C.S. University of Georgia; K-5 Teacher Certification, Columbus State University

Katherine R. Walker, Teacher, Second Grade  
 B.S., Columbus State University; M. Ed., Troy State University

Sara S. Wilson, Teacher, Fourth Grade  
 B.S., University of Georgia; M.Ed., Georgia Southern University

#### **MIDDLE SCHOOL TEACHERS**

Tracé W. Copeland, Mathematics  
 B.B.A., Columbus State University, Georgia Southern University

Lynn Gifford, Social Studies  
 B.A., Occidental College

Jane E. Goldfrank, Social Studies  
 B.A. Hunter College, M.S., Rochester Institute of Technology  
 Georgia Haywood, Computer  
 B.S., Columbus State University  
 Jared Kissel, Mathematics  
 B.S., University of Georgia; M.Ed., Columbus State University  
 Erin McClure, Foreign Language; Yearbook  
 B.A., University of Georgia  
 Gail Sinkule, Science  
 B.S. Biology and Special Education, Columbus State University; M.Ed., Auburn University; Ed.S. Columbus State University  
 Joy M. Sloan, Foreign Language, Yearbook Adviser  
 B.A. Auburn; Graduate course work at Georgia State University  
 Amy R. Smith, Science  
 B.A., M.Ed., Columbus State University  
 Cathy Johnson Smith, English  
 B.A., Mercer University; M.Ed., Columbus State University; Ed.S. Troy State University  
 Cynthia A. Strange, English  
 B.A., Harvard; Graduate course work at University of NC at Chapel Hill; Greensboro College  
 Linda A. Wallman, Foreign Language  
 B.A., D'Youville College; M.Ed., Grand Valley State  
 Glenda A. Yancey, English  
 B.S., Auburn University

#### **UPPER SCHOOL TEACHERS**

Dee Dee Branham, Science  
 B.S., Auburn University  
 William N. Byrd, Jr., Social Studies  
 B.A., M.A., Ph.D. History, Auburn University  
 John C. Chappelle, Mathematics  
 B.S., Virginia Polytechnic Inst.; M.S., Utah State University  
 John B. Cole, Science  
 B.S., M.Ed., Auburn University, 6 Year Education Specialist, Columbus State University  
 Jacob Crowder, Computer Science  
 B.S., M.Ed. Columbus State University  
 Magda Doyle, Spanish  
 M.A., Auburn University; Ph.D., University of Georgia  
 James H. East, English  
 B.A., Florida State University; M.A., The University of North Carolina, Chapel Hill; Ph.D., University of North Carolina, Greensboro  
 Anna K. Flournoy, English 11, Honors  
 B.A., Furman University; Masters in Secondary English, Columbus State University  
 H. Dale Epperson, Science, Assistant Principal  
 B.S., University of Georgia; M.Ed., University of Southern Mississippi; Ed.D., Nova Southeastern University  
 Edward M. Gisselbrecht, Foreign Language  
 B.S., Central Connecticut State University; M.A., Middlebury College; Certificate of Advanced Study, Trinity College Graduate course work at City University of NY; Certification by the American Translators' Association  
 Roy C. Gregory, Mathematics  
 Ed.S., Columbus State Univ.; M.Ed., LaGrange College; Graduate Course Work, Auburn  
 Mary Lou P. Jarrell, Mathematics  
 B.S., Georgia Tech, M.Ed. Columbus State University  
 Lisa L. Keller, Foreign Language  
 B.A., University of Virginia; M.A., Middlebury College  
 Matthew R. Lage, Social Studies  
 B.A., University of Georgia; M.A., Georgia State University  
 Cynthia T. Lingo, Science  
 B.S., Auburn University  
 Barbara Livengood, Social Studies  
 B.S., M.Ed., Columbus State University

Corydon M. Loomis, Jr., English, Philosophy, Life Skills  
 B.S., Engineering, US Military Academy; MAT, Monmouth University; Graduate Study, Vanderbilt

William W. Lynch, Health  
 B.S., West Georgia College; M.Ed., University of Georgia

Peter P. Parisi, Latin  
 B.A., Rutgers University; M.A., Washington University

Benjamin S. Pate, Science  
 B.S., Auburn Univ.; Studied at S. Fla., Univ. of Ala., Georgia College

Nan R. Pate, Social Studies  
 B.S., M.Ed. Auburn University

Pamela S. Shuler, Mathematics  
 B.B.A., University of Georgia; Provisional Certificate, Columbus State University

James D. Thompson, Director of Student Activities, Social Studies  
 B.S., Auburn University

Sherry S. Tomblin, English  
 Ed.S. and B.A., Troy State Univ.; M.Ed., Columbus State University

Shelley K. Wiseley, Mathematics  
 B.S. in Math, Minor in Secondary Education, Georgia State University

#### **ADMINISTRATIVE SUPPORT**

Meghan T. Blackmon, Assistant Servant Leadership & Advancement  
 B.S., Vanderbilt University

Nancy S. Burgin, Annual Fund Coordinator  
 B.A. Queens University; J.D. Mercer University

Judi C. Butler, Advancement Coordinator  
 B.B.A, University of Georgia

Marie B. Clepper, Upper School Administrative Assistant  
 Kirkman Technical School; Secretarial Degree

Diane Durden, Accounts Receivable, Student Accident Insurance  
 A.S., Troy University

Nicole L. Farley, Middle School Administrative Assistant  
 B.A., Auburn University

Tiffany Grier, Upper School and Athletics Administrative Assistant  
 B.S. Marketing, Auburn University

Julie L. Lewis, Accounts Payable  
 Columbus State University

Mary Elizabeth Lippitt, Lower School Administrative Assistant  
 B.A. Wesleyan College; M.S. Columbus State University

Connie Mansour, Advancement Coordinator  
 B.A. University of Georgia; Trinity College, Oxford, England

Rainer W. Mullin, Advancement Coordinator  
 B.A., Hollins College

Debbie Osborne, Receptionist

Kathy L. Polattie, Payroll/Benefits Coordinator  
 Newberry College

Carol Rogers, Controller  
 Columbus Technical College

L. Elizabeth Smithwick, Headmaster Administrative Assistant  
 Sullins College, ABAC, Moultrie Vocational School, Secretarial Degree

#### **COACHING STAFF**

Varsity, Junior Varsity Football -Blair Harrison, Vince Massey, Matt Lage, Kim Sheek, Brian McCluskey, Russ Carreker, John Schwan, Damien Daniels

Middle School Football – Jason Gibson, Brett Wink

Cross Country – Dee Dee Branham, Marty Durden

Volleyball - Jared Kissell, Georgia Haywood

Middle School Cross Country – Mary Lynne Cumiskey, Billy Byrd

Fast Pitch Softball – Debbie Ball, Kim Thomas, Bubba Ball, Charlene Bennis

Middle School Softball – Lamar Weaver

Varsity, JV Basketball (boys) – Todd Stanfill, Matt Lage, Damien Daniels

Varsity, JV Basketball (girls) –Debbie Ball, Sally Bradley, Joy Sloan, Margaret McCormick  
Middle School Basketball (boys) – Blair Harrison  
Middle School Basketball (girls) – Cortney Norris  
Varsity Baseball – Vince Massey, Nate McConnell, Tim Kennedy  
Middle School Baseball – Jimmy Thompson  
Varsity and JV Golf – (girls) – Dee Dee Branham  
Varsity and JV Golf – (boys) – Marty Durden  
Varsity, JV Soccer (boys) – Billy Byrd, John Cole  
Varsity, JV Soccer (girls) – Cortney Norris  
Track - Chico Lynch, Jacob Crowder  
Tennis (girls) - Mary Lynne Cumiskey  
Tennis (boys) – Jim East  
Football/Competitive Cheerleading – Sara Wilson, Allison McGregor, Heath Perkins  
Middle School Cheerleading – Nicole Farley  
Wrestling – Jimmy Thompson  
Literary Coordinator – Cory Loomis

#### **FOOD PREPARATION**

Kenneth C. Elliston, Cafeteria Manager

#### **PLANT OPERATIONS**

Lin Cloninger, Maintenance and Plant Manager