

Conduct and Discipline

Standards of Conduct and Discipline

The school encourages every effort to develop self-discipline in members of the BA community. Older students learn to take responsibility for their own conduct as well as that of the younger students.

We believe that all persons are created in the image of God and have immeasurable worth in His eyes. We expect all students and adults to treat each other with dignity and respect, valuing people of each racial, ethnic, or national background equally as image-bearers of God. We believe that attributing characteristics of a group to an individual solely on the basis of the color of his or her skin is reprehensible because we believe, as Martin Luther King, Jr. so eloquently expressed, that people should be known and judged by the content of their character, not the color of their skin. Behavior that is intentional and inconsistent with these expectations will be addressed and taken seriously.

Conflict resolution steps: 1) Ask the person to stop the undesirable behavior; 2) Tell a faculty member and your parent(s), and go with that faculty member to tell the person again to stop the undesirable behavior; 3) If the behavior continues, tell the appropriate teacher or coach, and the faculty member may refer that person to the grade chair for further conversation; 4) If the behavior continues, talk to the school director and/or dean of students, who may take disciplinary action. The guidance set forth in Matthew 18:15-17 is a model for conflict resolution.

Using this model helps students develop conflict resolution skills with regard to typical interpersonal difficulties. However, with regard to serious conflicts involving violations of the Code of Conduct and the student handbook, students must immediately report to the most accessible BA employee situations involving illegal conduct, serious violations of the provisions in this handbook, and conduct involving harassment (including sexual harassment), bullying, and other inappropriately aggressive behavior (all explained more fully in this handbook), so that BA may respond by investigating the report, determining consequences, if applicable, and taking any further necessary action.

When a student enters Brentwood Academy, he or she becomes identified with the school. In order to maintain high standards of behavior, the school reserves the right to take appropriate disciplinary action in the case of any misconduct, whether occurring on or off the school campus. We expect that a student's conduct must reflect favorably on the student and on the school at all times. This includes activity on technology and social media.

Further, while Brentwood Academy provides supervision of its students, Brentwood Academy students will experience times where there will be limited or no supervision. These include, but are not limited to, hotel rooms on trips, gap times between the school day hours and other activities (both on and off campus), bus rides, and in locker rooms and other changing areas. It is expected that students will act as if direct supervision were present and immediately report to the most accessible BA employee any inappropriate behavior. Upon notification, action will be taken as needed to protect the well-being of the students.

The headmaster is charged with the final authority regarding student accountability. Minor day-to-day infractions that are not handled by the teacher and more serious violations of major school rules are referred to the grade chair, dean of students, or the upper or middle school director. Before final decisions are made with regard to serious violations, the upper school director, middle school director, dean of students and/or headmaster may counsel with those people who have a close relationship with the student, such as teachers, advisor, coaches, and parents.

Above all other factors, it must be stressed that any student requested to appear before a school official should be prepared to offer, without hesitation, the fullest possible and completely truthful statement. Lying or misleading a faculty member about an offense will further compound the repercussions.

Dismissal Policy

Brentwood Academy may dismiss or refuse re-admission to any student for an accumulation of excessive demerits or whose attitude or general deportment seems detrimental to the best interest of the student or the school, regardless of the number of demerits acquired. A positive and constructive working relationship between the school and a student's parent or guardian is essential to the accomplishment of our educational mission. Brentwood Academy accordingly reserves the right to terminate or not renew a student's enrollment contract if the administration of the school reasonably concludes that the actions of a student, parent, or guardian makes a positive and constructive relationship impossible or otherwise seriously interferes with Brentwood Academy's accomplishment of its mission. Such termination shall not release the parent or guardian from their obligations under this contract.

Discipline System for Upper School and Middle School

For the Lord gives wisdom, and from his mouth comes knowledge and understanding.

Proverbs 2:6

Minor Infractions and Saturday Detention

Saturday detention fulfills two functions. It benefits the school and serves as a disciplinary experience for the offending student. Students will be assigned rigorous or disagreeable tasks that school staff would normally perform themselves. Task accomplishment will be inspected, and anything less than superior effort and attitude will not be accepted. The goal is that this experience will encourage the student to reform his/her behavior.

Faculty members will issue Saturday detention slips to students for minor infractions. Policies and procedures for Saturday detention are as follows:

- Each detention session runs for three hours on Saturday morning. Students arriving late will be assigned the most rigorous work assignments or sent home.
- Students report to one full session of Saturday detention once they accumulate three hours in any semester.
- Failure to work off Saturday detention as assigned may result in 15 demerits on the student's record and may result in immediate suspension.
- Any student receiving six hours of Saturday detention in one week will automatically receive one demerit (plus two Saturday detention sessions).
- There are no excused absences from Saturday detention. In the event that a student has two school events on consecutive Saturdays, he or she can appeal to the dean of students or middle school director for an extension.
- Saturday detention hours can be worked off only at the designated times.
- Earning an excessive number of hours may result in suspension from school.

Infractions earning Saturday detention hours include but are not limited to these:

| <u>Offense</u> | <u>Number of Hours</u> |
|---|------------------------|
| Cell phone misuse | 1-3 |
| Chewing gum | 1 |
| Class disturbance | 1-3 |
| Disobedience | 1-3 |
| Non-verbal insubordination | 1-3 |
| Dress code/grooming violation | 1-3 |
| Food in hallway (eating/drinking) | 1 |
| Leaving trash on dining hall table | 1 |
| Late to class, clean up, assemblies, study hall | 1 |
| Leaving class without permission | 2 |
| Not signing in/out when arriving late or leaving early | 2 |
| Out of place (not being where supposed to be) | 1-3 |
| Skipping advisory group, assembly, chapel, class, clean-up, devotion, study hall | 3 |
| Tardy to school | 1-3 |
| Locker slip | 1 |
| Parking violation during school hours | 1-3 |
| Obscenity, profanity, vulgarity | 3 (+ up to 5 demerits) |
| Roughhousing in building | 2 |

And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God.

Micah 6:8

Major Infractions, Consequences and Demerits

The following offenses will lead to immediate disciplinary action, including possible immediate separation: possession of weapons, providing alcohol to others, drugs, sexual misconduct, stealing, bullying, harassment (including sexual harassment), hazing, endangerment to the welfare of others, repeated patterns of disobedience, misuse of technology, malicious or derogatory use of social media, attempting to access and/or alter student grades or records, or any other serious infraction. This section does not impede or preclude a student, the student's parents, or school employees/officials from directly reporting to law enforcement officials and/or the Tennessee Department of Children's Services any behavior that constitutes or is believed to constitute a violation of criminal law or any applicable laws.

Major infractions will be handled by the grade chair, dean of students, school director, and/or headmaster. In addition to specific consequences, a student's misconduct will be marked by demerits.

- Demerits are cumulative over the student's three-year middle school/four-year upper school career; middle school students accumulating 21 demerits and upper school students accumulating 28 demerits may be immediately separated.
- Demerits cannot be worked off; they are a permanent part of the student's record (see MAPP program on page 47 for exception).
- Parents are notified of demerits.

Students may be suspended for offenses more severe than those requiring Saturday detention but less severe than those which merit dismissal. Multiple or repeated minor offenses may be punished by suspension if Saturday detention is ineffective in correcting unsatisfactory behavior. Upper and middle school directors, the dean of students, and the headmaster may award suspensions. Students on suspension are not permitted on school grounds or at school functions, including athletic events. Students on suspension are expected to make up schoolwork on their own time and meet all previously scheduled deadlines. Failure to attend Saturday detention without a valid excuse may result in suspension. If a college application requests information about a student's disciplinary record, Brentwood Academy will report violations that lead to suspension or expulsion/dismissal. For more information about this policy please see the College Counseling section of the Handbook.

Any of the following major offenses may lead to suspension or immediate dismissal. The minimum numbers of demerits are indicated for each offense:

| Offense | Number of Demerits |
|---|---|
| Leaving class without permission | 2 (+ 2 Saturday detention hours) |
| Leaving school grounds without permission | 3 (+ 6 Saturday detention hours) |
| Skipping class (including activity periods, study hall, P.E.) | 3 (+3 Saturday detention hours +zero for material missed) |
| Excessive tardies to school | 3 (+3 Saturday detention hours) |
| Borrowing without permission | 10 |
| Fighting | 15 |
| Tobacco, vaping, or e-cigarette violation | 10 |
| Obscenity, profanity, vulgarity | 5 (+ 3 Saturday detention hours) |
| Gambling | 5 |
| Gross disrespect | 10 |
| Bullying, harassment or hazing | 10 |
| Disrespect of property | 10 |
| Lewd material | 10 |
| Repeated disobedience | 10 |
| Detention unexcused absence | 10 |
| Lying | 15 |
| Cheating | 15 |
| Alcohol violation | 15 |
| Sexual harassment or misconduct | 15 |
| Skipping school | 15 |

Honor Pledge

Students will be asked to sign this pledge on tests.

*On my honor as a Brentwood Academy student,
I have neither given nor received help on this work.*

The following areas are considered cheating and will be treated as honor pledge violations:

- Giving or receiving help on tests
- Copying homework or allowing someone to copy
- Passing on information from tests or quizzes
- Claiming someone else's work as your own (plagiarism)
- Having material accessible/visible during a test/quiz

MAPP—Mentor, Advocate and Partner Program

Mission: to pair a student with a caring, compassionate adult committed to meeting a student where he/she is to help navigate the student toward making better choices, accepting responsibility and building meaningful relationships.

At 10 demerits (or at the discretion of the grade chair), an adult mentor from MAPP may be requested by the student for a period of one year. The mentor and student will meet weekly the first six months and monthly the last six months. If during this 12-month period the student does not acquire any additional demerits, the mentor and grade chair may recommend that up to half of the accumulated demerits be removed from the record. The family life coordinator directs this program.

Bullying, Harassment (Including Sexual Harassment), and Hazing

Bullying, harassment, hazing and other inappropriately aggressive behavior will not be tolerated. Reports of such acts or allegations will be investigated and discipline administered as warranted.

Bullying, including cyberbullying, involves unwanted, deliberate, aggressive behavior when there is a real or perceived imbalance of power. Although bullying can be repeated or has the potential to be repeated over time, a one-time act could be enough to constitute bullying. It can take place in-person or via electronic devices and can include hazing. Three types of bullying include verbal, social and physical bullying.

- Verbal bullying involves things written or said. It can include inappropriate sexual comments, taunting or threatening to cause harm.
- Social bullying involves intentionally hurting someone's reputation or relationships.
- Physical bullying involves hurting a person's body or possessions.

Peer conflict and teasing are not considered bullying. Examples of peer conflict include not liking someone, isolated expressions of unpleasant thoughts, a single act of telling a joke about someone, of bumping into someone or of horseplay. Teasing usually involves two or more friends who act together in a way that seems fun to all the people involved. Teasing does not involve physical or emotional abuse. It is not considered bullying when peers with no perceived imbalance of power have an argument, disagreement or fight, though some of these acts may warrant immediate attention, corrective measures, and discipline, depending on severity.

Harassment, which includes sexual harassment (see section under General Policies in this handbook regarding the Sexual Harassment Policy), is any unwelcomed physically threatening, harmful, or humiliating conduct that is severe, pervasive or persistent and creates a hostile environment. Harassing conduct can take on many forms including physical or verbal acts, graphic or written statements (may also include use of cell phones and social media/ internet).

Hazing is the use of embarrassing, often dangerous or illegal activities by a group to initiate new members. Hazing means any intentional or reckless act by one student acting alone or with others, that is directed against any other student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

Alleged victims or anyone having knowledge of the above-referenced offenses shall report these offenses immediately to the most accessible BA employee. Any alleged incidents reported to BA personnel or witnessed by BA personnel that are legally reportable incidents under State laws or regulations will be reported immediately to the appropriate state authorities. Any allegations will be appropriately investigated. The privacy and confidentiality of all parties and witnesses to a complaint will be respected. However, to effectively investigate the incident/report may require disclosing persons/allegations/facts in the course of the investigation. Further, with legally reportable incidents, a person's need for confidentiality is secondary to the school's obligation to cooperate with legal

proceedings or authorities' investigations. A substantiated complaint against a student committing bullying, harassment or hazing acts may result in corrective or disciplinary action up to and including suspension and expulsion. There will be no retaliation against any person who reports bullying, harassment or hazing or who participates in an investigation.

The willful act of a false report or providing false information in an investigation will itself be considered harassment and treated as such.

Sexual Conduct

Brentwood Academy expects students to respect their own bodies and others' bodies and not engage in any sexual activity outside marriage. It is God's will that you should be sanctified: that you should avoid sexual immorality; that each of you should learn to control his own body in a way that is holy and honorable, not in a passionate lust like the heathen, who do not know God; and that in this matter no one should wrong his brother or take advantage of him. 1 Thessalonians 4:3

Chemical Abuse Philosophy and Discipline

Brentwood Academy students are not permitted to use, sell, purchase, or possess alcohol, tobacco products, drugs, or any other mood-altering chemical substance at any time. Brentwood Academy seeks to enroll and support families who insist on a strictly chemical-free lifestyle for their children. Students and parents are required annually to sign the Student-Parent Agreement stating their willingness to uphold this policy. Students are strongly urged to avoid situations where illegal use of alcohol, drugs or other chemicals might occur.

Chemical-related infractions will be considered serious and will be addressed by the school director or dean of students on an individual basis. At any time, the school may require drug testing at the parents' expense. In order to encourage a drug-free environment, periodically we will invite law enforcement drug detection dogs to campus.

Respect for Property

Emphasis is placed upon the respect for property of others and the right of all of our students and faculty to the free use of their own possessions. Borrowing and lending are discouraged. "Borrowing" without the consent of the owner is considered disrespectful and inappropriate. Accessing areas without permission or possessing keys or other items that do not belong to you is unacceptable. Damaging property, whether personal or school property, is a violation of the rights of others. It is expected that all damage, even though it be accidental, will be acknowledged by the person involved and amends made insofar as possible. The offender will be expected to make an immediate report to the office.

Lethal Weapons

Students may not have firearms or other lethal weapons on school premises or at school activities.

Leaving Campus

In order for a student to leave the campus during the school day, permission must be obtained from his/her parents and a school administrator. The student must check out through the school office. The parking lot is off limits. Students must have a permission slip from a teacher to go to their cars.

Technology Acceptable Use Policy

Brentwood Academy encourages the use and application of information technologies to support the research, instruction, and public service mission of the school. BA computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly.

Brentwood Academy has taken several measures to guard against a student's access (intentional or unintentional) to offensive material. Even with these preventative measures, however, we must rely on the responsibility and integrity of the student in avoiding undesirable Internet content. The same expectation for student conduct inside or outside the classroom applies to technology usage.

Acceptable use terms and conditions:

- The primary purpose of electronic systems and communications resources at Brentwood Academy is for school-related activities only.
- Users may not share their accounts with others and must keep account passwords confidential.
- Users must adhere strictly to licensing agreements and copyright laws that govern all material accessed or stored using BA computers and networks.

- When accessing remote systems from BA systems, users must obey the policies set forth herein as well as the policies of other organizations.
- Any violation of this policy or local, state, or federal laws may be referred for appropriate school disciplinary measures and, as appropriate, law enforcement authorities. If necessary, students may be required to pay for equipment damage.
- Students using personal computers and mobile electronic devices on school property must adhere to the same terms and conditions stated above.

Conduct which violates this policy includes, but is not limited to, the following:

- Engaging in conduct outlined in the Standards of Conduct and Discipline section in this handbook.
- Making unauthorized attempts to view and/or use another person's accounts, computer files, programs, or data.
- Using BA computers, accounts, and/or networks for threat of imminent physical harm or harassment (including sexual harassment), bullying, stalking, forgery, fraud, generally offensive conduct, or any criminal activity.
- Attempting to degrade performance of BA computers and/or networks.
- Attempting to deprive other users of school technology resources or access to systems/networks.
- Using school resources for commercial activity such as creating products or services for sale.
- Copying, storing, sharing, installing or distributing software, movies, music, and other materials currently protected by copyright, except as permitted by licensing agreements or fair use laws.

Cell Phones/Mobile Electronic Devices

Cell phones and other mobile electronic devices may not be used, in any fashion, during the school day from 7:35 AM-2:35 PM (2:00 PM in the middle school). Cell phones may be used in the classroom only for legitimate educational purposes and only with specific permission from a teacher.

Students are not permitted to receive or respond to any message (including parent messages) during class hours. Students are to use school phones to communicate with their parents. No headphones or ear buds should be used during the school day. No photography, audio, or video recording, or video transmission of a student or faculty member is permitted at any time during the school day from any location on campus.

Repeat offenders may have their phones confiscated and be denied permission to have a phone on campus for the remainder of the school year. Any electronic device which is found to have pornographic images or phrases on it (including music lyrics) will be confiscated, and the user will be denied permission to have such a device on campus for the remainder of the school year.

Social Media (Twitter, Facebook, Instagram, Snapchat, etc.)

The core values of Brentwood Academy apply to student behavior both on and off campus. In the online environment and in social media, every student must follow Brentwood Academy's policies and conduct himself/herself as if in school. BA will work in partnership with parents to monitor behavior that negatively affects our students or reflects poorly on the values of our school, including posting, texting, or forwarding images likely to cause harm to other students, faculty, or Brentwood Academy. Students may face consequences for violating this policy.

E-mail

Every faculty member has an e-mail address with the format `firstname_lastname@brentwoodacademy.com`. Students and parents should correspond with faculty and staff using school email or school phone numbers. Students must stay current with school communications to them by checking email messages as well as messages and posts on the Veracross student portal.

Online Student/Family Directory

With the approval of the parents, home and/or office e-mail addresses for parents are also listed in the Veracross online directory. Brentwood Academy offers a family and student directory as part of the password-protected Veracross portal. Information in the online directory is only for use by BA families and staff and should not be used for business or solicitation purposes. To access the online directory, log into your Veracross portal and click on "Directories" at the top of the screen.

Logos/Branding Usage

The Brentwood Academy logo and brand elements must only be used with the permission of the Brentwood Academy Communication Department. Parents interested in using the BA logo for t-shirts, signs or any other spirit-related items may propose ideas to the Communication Department, if approved, parents may work with the Communication Department to design and develop their item. If the item does not require the BA logo or brand elements, parents are free to design and print any spirit items they choose.

Student Lockers

Students are responsible to check their lockers each day. All materials that fit are to be either in the locker or on the hooks at all times. Books should never be on the floor. Nothing is to be left on top of or underneath the lockers at the end of the day. Books are to have the owner's name printed on the base and facing out; everything must be stacked neatly at the end of the day, with no papers sticking out. No trash is to be left in or around the lockers. Anything left on the floor or on top of lockers at the end of the day will be put in lost and found.

Lost and Found

Lost and found items may be claimed daily. Students should label all books, clothing, and personal items. Labeled items remaining in lost and found for more than one week will be returned to the student's locker and Saturday detention will be issued. Unlabeled items in lost and found longer than one month may be given to charity.

Cleanup

Under the supervision of a faculty or staff member, all students will be assigned a cleanup area at the beginning of the school year. The cleanup period is a part of the academic day, and students are expected to attend.

Transportation and Motor Vehicles

Brentwood Academy does not provide bus transportation to school or to some school events and activities. Please feel free to contact other parents and/or faculty when transportation assistance is needed. Consult the handbook or the school office for assistance.

Every student who will be driving to school must register his/her vehicle. Students will receive a parking tag, which is to be displayed on the front of the rear-view mirror. At registration, students will need to know the make of their vehicles and the license plate numbers.

Motor vehicles are to be parked on arrival within a lined parking space. Seniors may park in the designated "senior parking" lot. Underclassmen will park in designated areas of the side lots or in the lot behind the football stadium. Students must park in the designated area and obey all traffic and/or parking signs on campus. Tickets will be issued for offenders.

Vehicles are to be left unused until the time of departure for home. Sitting in the car during the school day is not permitted. The on-campus speed limit of 12 m.p.h. must be adhered to at all times. Careless driving or failure to adhere to these expectations may result in the loss of driving privileges.

The school does not assume any responsibility for students who drive to and from school. Students may not ride in other students' cars on field trips without written permission of both students' parents. Students may not be transported in the bed of a pickup truck for school-sponsored activities.