MIDDLE SCHOOL

Middle School

2026–27 STUDENT HANDBOOK

BATTLE GROUND ACADEMY · FRANKLIN, TENNESSEE

BATTLE GROUND ACADEMY

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Once you have read this handbook, please sign the handbook agreement form in Magnus.

SECTION 1

Academic Program

BGA is pleased to offer a rich and varied curriculum that meets the intellectual and developmental needs of students at this important age. In addition to core subjects such as English, foreign language, history, math, and science, every student at BGA has the opportunity to take elective classes in the arts, technology, and wellness as part of their Middle School experience. The following chart offers a quick glimpse at the Middle School curriculum experienced by our students:

5th Grade	6th Grade	7th Grade	8th Grade
Language Arts	English	English English Honors	English English Honors
Math	Math Math Honors	Math Foundation Pre-Algebra Pre-Algebra Honors Algebra 1 Honors	Pre-Algebra Algebra 1 Algebra 1 Honors Geometry Honors
Science	Science	Science	Science
Literature	History	History	History
World Cultures (semester) Band or Chorus (semester)	Art, Band, Chorus, Theatre, or STEM (choose two courses, one for each semester)	Two semesters of Enrichment	Two semesters of Enrichment
Study Hall	Study Hall	Study Hall	Study Hall
1Q STEM 1Q General Theatre 1Q General Art 1Q Wildcat Compass	1Q French 1Q Latin 1Q Spanish 1Q Leadership	World Language, one year of: Spanish 1A French 1A Latin 1A	World Language, one year of: Spanish 1B French 1B Latin 1B
Wellness (year)	Wellness (year)	Wellness (semester) Enrichment (semester)	Wellness (semester) Enrichment (semester)

To see more specifics related to courses, you can go to our Enrichment Courses Overview, World Languages Overview, or Middle School Leadership Overview.

PREVIEW AND WELCOME (PAW) DAY

Our opening Preview and Welcome (PAW) Day begins the new academic year with all Middle School students on campus. All Middle School students are required to participate in PAW Day, where they will receive their schedules and go through multiple sessions to ensure they are ready for the first day of school.

PAW Day takes place on Tuesday, August 11, 2026; specific check-in times and instructions will be communicated via email closer to the start of school.

DAILY SCHEDULE AND SEMESTER SYSTEM

The Middle School operates on a Monday–Friday schedule. Class periods rotate across the week so that no single class consistently meets at the same time each day. The school year consists of two semesters further divided into four quarterly grading periods. Note that some courses are year-long (such as core courses like English and math), others are semester-long (such as chorus or band), and some are quarter-long (such as fifth-grade STEM).

Academic hours are 8 a.m. to 3:10 p.m. (Monday, Tuesday, Thursday, Friday) and 8:20 a.m. to 3:10 p.m. (Wednesday).

Middle School Weekly Class Times (2026–27)

	Monday	Tuesday	Wednesday*	Thursday	Friday
Period 1	8:00–8:50 Period A	8:00–8:50 Period G	8:20–9:10 Period F	8:00–8:50 Period D	8:00–8:50 Period C
Period 2	8:55–9:40 Period B	8:55–9:40 Period A	9:15–10:00 Period G	8:55–9:40 Period E	8:55–9:40 Period D
Community Time	9:45–10:10 SSR	9:45–10:10 Assembly	10:05–10:30 Advisory	9:45–10:10 SSR	9:45–10:10 Academic Enrichment
Period 3	10:15–11:00 Period C	10:15–11:00 Period B	10:35–11:20 Period A	10:15–11:00 Period F	10:15–11:00 Period E
Lunch/Recess	11:05–12:05	11:05–12:05	11:25–12:25	11:05–12:05	11:05–12:05
Period 4	12:10–12:55 Period D	12:10–12:55 Period C	12:30–1:15 Period B	12:10–12:55 Period G	12:10–12:55 Period F
Period 5	1:00–1:45 Period E	1:00–1:45 Period D	1:20–2:05 Period C	1:00–1:45 Period A	1:00–1:45 Period G
Break	1:45–2:00	1:45–2:00	2:05–2:20	1:45–2:00	1:45–2:00
Period 6	2:00–2:45 Period F	2:00–2:45 Period E	—	2:00–2:45 Period B	2:00–2:30 Study Hall
Study Hall	2:50–3:10	2:50–3:10	2:20–3:10	2:50–3:10	2:35–3:10 Clubs, Greer-Plato, etc.

*Wednesday is a Late-Start day. On Wednesdays, students will take their phones to their advisory locations and turn them in before going to their first class.

Late-Start Wednesdays

Classes begin at 8:20 a.m. on Wednesdays due to faculty meetings and professional development. The Middle School Gym will open at 7:30 a.m. on these days. Access to the academic building and library will not be available on Wednesday mornings, nor will faculty be available for extra help on Wednesday mornings.

Extended Late-Start dates for 2026–27 are:

- October 28
- March 3

Classes begin at 10 a.m. on these Extended Late-Start dates.

STUDY HALL

Students will work quietly and independently during this time unless the study hall proctor has permitted collaboration. Electronic devices may be used for academic purposes only in study hall. Students using electronic devices inappropriately will receive disciplinary action.

Students may sign out of study hall to go to Learning Services if an appointment has been made, to visit the counselor, or for another reason deemed reasonable by the proctor.

WELLNESS CLASS AND GYMNASIUM

For Wellness classes, students will report to the circle in front of the Middle School Administrative Building for attendance. After attendance, students will go directly to the Middle School Gym locker rooms to change and report to the bleachers. Students not in the bleachers by the designated time will be marked tardy for class. Students should enter the gym and locker room areas using the doors designated by the Wellness teachers.

In general, the gymnasium is off limits to students unless they are under the direct supervision of a faculty member.

TECHNOLOGY REQUIREMENTS

BGA is a leader in technologies that support, enhance, and provide innovative opportunities for instruction and learning. All Middle School students are required to have an iPad or MacBook and to bring it to school daily.

Fifth, Sixth, and Seventh Grade Device Requirements & Apps

All fifth, sixth, and seventh grade students will be supplied with an iPad along with a charger, keyboard, and protective cover. These iPads remain the property of BGA and are used by students for their first three years of Middle School. This approach allows all fifth, sixth, and seventh graders to use the same iPad model, helps faculty teach digital citizenship and technology skills consistently, and allows the school to ensure only school-approved apps are installed.

At the end of each school year, and again over Thanksgiving, Christmas, and Spring Break, students turn in their iPads, keyboards, chargers, and covers to the Tech Department for inspection and maintenance; the student's account will be charged for any items not returned. Over the summer, the Tech Department inspects each iPad and loads the required apps for the student's upcoming grade before returning it at the start of the new school year.

- The iPad initiative applies to all fifth, sixth, and seventh grade students and is required.
- An iPad Fee will appear on the student's FACTS account and can be paid over the academic year along with tuition payments.
- Required apps are loaded on the device before it is issued to the student.
- If an iPad breaks (internally, screen, or otherwise), it should be taken to the Tech Department immediately. Any visible surface damage to the iPad, keyboard, charger, or cover is the student's responsibility, and a $50 fee will be charged to the student's FACTS account for such damage.
- Students should bring their iPad to school fully charged each day. Charging stations are available throughout the Middle School facilities, but available time on these stations may be limited, and chargers will not be available from the Tech Department.
- iPads are given to all fifth graders and to new sixth and seventh graders during BGA 101; returning sixth and seventh graders receive their devices on Preview & Welcome Day.
- Families who participate in the iPad program for three consecutive years will own the device at the end of the seventh grade year. Others will have the option to purchase the device at a prorated price.

Eighth Grade Device Requirements & Apps

Returning eighth graders are given the opportunity to continue the leasing program. New eighth-grade students are required to have either an iPad or MacBook Air and to bring it to school each day. We recommend that families purchasing a new device do so over the summer, along with a protective case, to give students ample time to become familiar with it.

Please keep in mind that the device, accessories, and apps are not included in BGA's tuition or ancillary fees and must be purchased separately for each student. BGA has worked with Apple to create a custom portal so that families may purchase iPads and accessories with special education pricing at www.apple.com/edu/battleground. Families are also welcome to purchase these items from the vendor of their choice.

We recommend the current base-model WiFi-only iPad. If a family wishes to use a MacBook Air instead, we recommend the base-model Apple M1 or M2 with upgraded 16GB of RAM; any iPad Pro or comparable MacBook model is fine as well. Families who already have an iPad or MacBook that meets these criteria do not need to purchase a newer one. Families are responsible for repairs and replacement; AppleCare or a third-party accidental damage warranty can be a good investment as well.

HOMEWORK

All students at Battle Ground Academy understand that there will be a degree of independent work at home at each grade level. The School urges the family to have a specific time and place for students to do their homework. While the amount of time students take to complete assignments will vary due to a host of factors, an average amount of homework time students can expect each day is as follows:

- Fifth Grade: 50 minutes
- Sixth Grade: 60 minutes
- Seventh Grade: 70 minutes
- Eighth Grade: 80 minutes

Homework time may be more for students enrolled in Advanced or Honors classes. If students use our daily study hall effectively, time working on assignments at home may well be less than the above.

TESTS AND QUIZZES

Grade-level teachers use a test calendar to schedule tests, quizzes, and projects throughout the year. These assessments will also appear on the student's assignment pages on myBGA. No more than the equivalent of two tests is to be assigned on any given day (a quiz is equal to a ½ test). In the rare event a student has more than the specified number of assessments, they may reschedule a suitable time to complete the work with their teachers directly.

EXAMS (EACH SEMESTER)

At the end of each semester, students take final examinations in their courses.

- Fifth grade: No semester exams*

- Sixth grade: No semester exams*
- Seventh grade: Exams count 10% of the semester grade.
- Eighth grade: Exams count 15% of the semester grade.

*Fifth- and sixth-grade classes may have a regular unit-ending test or special activity to conclude the semester.

HONOR ROLL AND HIGH HONOR ROLL

Middle School report cards will denote two areas of academic achievement when applicable, the Honor Roll and the High Honor Roll. In order to be recognized for either distinction for a marking period, a student must have passing marks in all subject areas in addition to the criteria explained that follows.

For the Honor Roll, a student must maintain an average of 80 or better in each class during that grading period.

For the High Honor Roll, a student must maintain an average of 90 or better in each class during that grading period.

When students achieve either of these distinctions, it will be noted on their report card.

REPORT CARDS / PROGRESS REPORTS

Report cards are posted on myBGA under students' "Progress" tab at the end of each quarter (every nine weeks), and progress reports are posted at the mid-period of each quarter. Report cards are accompanied by teacher comments at Quarter 1 and Quarter 3 and by advisor comments at Quarter 2 and Quarter 4.

GRADING SYSTEM

Letter Grade	%age
A	92–100
A-	90–91
B+	88–89
B	82–87
B-	80–81
C+	78–79
C	72–77
C-	70–71
D+	69
D	66–68
D-	65
F	Below 65

SECTION 2

Academic Concerns

ELIGIBILITY FOR SCHOOL-SPONSORED AND CO-CURRICULAR ACTIVITIES

Students must have passing or "Satisfactory" grades at the end of each quarter to participate in school-sponsored or co-curricular activities and will be placed on academic warning or probation should that not be the case (see Academic Warning & Academic Probation section). If a sport or activity extends beyond the quarter, the student shall remain eligible until the season ends. For any sport or activity that begins after a student becomes ineligible, the student may try out and practice with the group, but the student cannot play in games or perform until grades have reached the eligibility requirements at the mid-period of the next quarter. The School reserves the right to remove a student from extracurricular activities, games, or practice sessions due to sub-par academic performance or conduct.

MORNING HELP SESSIONS

Faculty are available to help students in their classrooms every day before school, with the exception of late-start Wednesdays. Help sessions are from 7:30–8 a.m. and are either walk-in or by appointment. Check with teachers for specific details and availability.

MANDATORY ACADEMIC HELP SESSIONS

A student who fails to complete a major homework assignment or who has demonstrated a trend of coming to class unprepared may be assigned to Mandatory Academic Help Session from 7:30–8 a.m. or during lunch-recess as determined by the teacher. This help session will preclude the student from participating in any co-curricular programming (e.g., athletics) scheduled during that time period. Mandatory Academic Help Sessions are not to be confused with the School's conduct system for failure to meet community expectations.

ACADEMIC WARNING AND PROBATION

BGA believes that each student will demonstrate academic achievement, as well as comport themselves in a manner considerate, supportive, inclusive, and respectful of others. To support and encourage students in realizing these goals, parents/guardians, students, teachers, and administrators must have a clear, common understanding about what constitutes the characteristic of academic good standing in students. While success for each child looks different, a student's performance should indicate intellectual accomplishment and a good, consistent effort toward mastery of curricular goals.

If on a mid-quarter report a student's grades indicate that they “need improvement” by receiving a grade below a 70, or has an excessive number of missing assignments, the student may be placed on Academic Warning. Students placed on Academic Warning should expect to attend mandatory help sessions for the class(es) in question, and a review will take place at the next grading cycle.

If on the quarter report a student's grades indicate that they “need improvement” by receiving a grade below a 70, he or she may be placed on Academic Probation and a parent/guardian conference will be convened to develop a comprehensive student support plan. The student's advisor and/or grade team leader will work in conjunction with the student, family, and the Middle School Director of Learning Services in order to follow up on the recommendations and to monitor student progress. When students are placed on Academic Probation, they may be restricted from participating in after-school activities or school-related extracurricular activities.

SUMMER REMEDIATION

BGA operates a summer school for the purpose of remediation. Middle School students who earn a grade below 65 in a course for the year may be required to take a summer class in that subject. Additionally, some students may be recommended for further academic work regardless of grades in order to improve skills during the summer months. Students who are assigned summer remediation may be placed on academic warning/probation at the start of the subsequent school year as well as having an Academic Contract Addendum for that year.

ACADEMIC INTEGRITY

Academic integrity is central to the BGA community and represented by the school's Honor Code – one of our most treasured traditions. In 1889, students were asked to sign the honor code pledge on their test papers, and respect for honor and integrity remains a crucial expectation for each student. The code is predicated on the assumption that students and faculty are honorable and may be trusted. Each member of the BGA family must accept their personal responsibility to this Honor Code.

ACADEMIC HONOR VIOLATIONS

BGA takes a tiered approach to the consequences of honor violations. This serves as a developmentally appropriate guide that fosters increased accountability as students progress through Middle School. The main purpose of the Honor Code is educational and not punitive in nature. The overarching goal is to help students learn from their actions and grow from their mistakes.

Honor Code Violation Process

- If a teacher suspects that an Honor Code violation has occurred, the teacher will speak privately with the student. If a question of honor still persists after the conversation, the Assistant Head of Middle School will be notified and assume responsibility for the case at that time.
- The Assistant Head of Middle School will investigate the alleged violation, interviewing the accused and anyone else who might have information pertaining to the incident.
- The student's parents will be contacted and informed that a potential honor violation has occurred.
- The Assistant Head of Middle School and Head of Middle School will determine if there is enough evidence to warrant an Honor Code violation.
- A violation occurs when there is an adult witness, where there is evidence, or when a student admits to behavior that violates the Honor Code.

Honor Code Violation Consequences

Violations to the School's Honor Code fall into four tiers of consequences. These consequences are given in order of increasing seriousness. A subsequent offense typically results in at least the next tier of consequence. Additionally, appropriate academic consequences are recommended to faculty by the Assistant Head of Middle School and/or Head of Middle School. In considering potential violations of the Honor Code, the school carefully evaluates the student's grade level, recognizing that developmental differences between lower and upper middle school students necessitate age-appropriate consequences. Any of the following consequences may be administered depending on the severity of the offense:

- **Warning:** A student's first offense may be an Honor Code warning if the offense does not warrant a more severe consequence. If a student who has been given a warning commits a subsequent honor offense, a more severe consequence than might otherwise be imposed may be administered.
- **First tier:** This consequence is normally imposed for a first offense that is deemed more serious than one that would result in a warning. A first-level offense typically results in a detention assignment or Saturday School assignment.
- **Second tier:** The consequence for a second-tier offense involves a one-, two-, or three-day in-school suspension, with an understanding that the next offense will likely result in a recommendation for dismissal. This is an implied but not mandatory consequence.
- **Third tier:** The consequence for a third-tier offense is a recommendation for out-of-school suspension, dismissal, and/or expulsion depending on the nature of the offense.

Students and parents will be informed of the final decision and/or consequences. When a violation includes some form of academic assessment, the teacher, Head of Middle School, and/or the Assistant Head of Middle School will determine what additional work the student will need to do and how the work will be graded. As such, additional grade penalties may be administered in the case of academic-based infractions. The entire process is designed to be as confidential as possible.

Students with an honor offense may be deemed ineligible to run for student leadership positions the year following the offense or from being recognized for individual awards at the academic awards ceremony that concludes the school year.

SECTION 3

Academic Resources & Student Support

With its commitment to wellness, Battle Ground Academy has a variety of people and programs in place to help meet the needs of students in every aspect of school life. Part of the Middle School curriculum is to teach students to self-advocate. As a result, the following resources exist to help a student take the initiative in their learning and school experience. If a student or parent has a concern, either academic or personal, the following provides a guide for whom to see:

The Head of the Middle School is available to:

- Discuss all academic and discipline matters.
- Advise students and parents about course selections.
- Address all academic scheduling matters.
- Discuss issues related to the daily life of the Middle School.
- Assist advisors in preparing the best possible academic program for students.

The Assistant Head of Middle School is available to:

- Assist in Head of Middle School duties.
- Meet with students and families and serve as a resource.
- Support administrators, team leaders, and teachers in their work with students.
- Be a contact for teachers and advisors.
- Meet with and mentor students.
- Explain community expectations and be responsible for their enforcement.
- Assist with conflict mediation and/or conduct an intervention when necessary.
- Discuss student disciplinary/academic concerns with students and parents.
- Oversee the student onboarding process.
- Facilitate student-to-student and student-to-faculty communication.
- Hold students accountable when not following Community Expectations.

The Middle School Counselor is available to:

- Meet with and mentor students.
- Discuss student disciplinary/academic concerns with students and parents.
- Assist with conflict mediation and/or conduct an intervention when necessary.
- Explain school rules and guidelines.

- Facilitate student-to-student and student-to-faculty communication.
- Provide confidential personal counseling for students.
- Conduct seminars on various topics (e.g., adolescent development, substance abuse).
- Refer students and/or parents to outside professionals.
- Oversee the Advisory Program.

The Middle School Director of Learning Services is available to:

- Interpret assessments for learning differences.
- Develop learning approaches that are rooted in researched brain-based learning.
- Work with the Director of Learning Services to refer students for educational screening and testing.
- Conduct seminars and training for faculty regarding learning differences and differentiated teaching and learning.
- Conduct meetings with students, parents, and faculty.
- Determine effective academic strategies to support students.

The Director of Middle School Student Life is available to:

- Discuss extracurricular clubs, Student Council/Leadership, and student life activities.
- Answer questions pertaining to Middle School social events.

The Advisors are faculty members who are available to:

- Be advocates for their advisees and their families.
- Act as a liaison between the School and home.
- Discuss curricular and co-curricular balance with students and families.
- Discuss and examine the ethics and values of the school community.

The Classroom Teachers are available to:

- Address concerns specific to their class. This should be the first point of contact when addressing an academic concern.
- Meet with students for extra instruction during designated school hours.
- Direct feedback and referrals to the appropriate members of the Middle School administrative team.

The Grade-Level Team Leader is available to:

- Discuss questions or concerns the grade-level team may have concerning student behavior with you or your student.
- Discuss questions or concerns you or your student may have about class scheduling.

- Discuss questions or concerns you or your student has about placement in a particular class or level.
- Discuss questions or concerns you or your student may have about peer interactions.
- Discuss questions or concerns you or your student may have about class trips.

The Curriculum Coordinator is available to:

- Discuss questions or concerns that you have about the curriculum in that discipline.

ADVISORY PROGRAM

The Middle School Advisory Program provides students with the opportunity to receive guidance from a BGA faculty member in a personal, non-academic setting. Each year, students are placed in advisory groups that address various topics related to academics, character development, and student life. Students are thus able to form a strong rapport with their advisors, who will work closely with them, offering help with academic advising and scheduling and social issues that may arise. The advisor is also an important point person for parents since the advisors are in contact with students' teachers and with the Middle School administrators.

SECTION 4

General Policies

ATTENDANCE

Students should make every effort to attend classes regularly. A student who habitually misses school cannot expect to complete the required work at BGA. For this reason, parents/guardians are requested not to ask permission to remove their children from school for special trips or vacations during the school year, other than the regular vacation periods listed on the calendar.

As a matter of process, the Assistant to the Head of Middle School will run attendance audits regularly, and families will be notified should a student accrue an excessive number of absences or tardies. Students who are habitually absent without the School's permission or accrue excessive tardies may receive additional penalties assessed at the discretion of the Assistant Head, the Head of Middle School, or the Head of School.

Students must be present at least half of the school day (three or more classes) to participate in school sponsored/co-curricular activities.

ABSENCES

Absence from class will be noted as either excused or unexcused. Students requesting consideration for an excused absence must submit a Planned Absence Request Form to the Middle School Office (available in the Office and on myBGA) at least one week in advance.

The School distinguishes excused absences from unexcused absences as follows:

Excused: Absences that are a) school-sponsored, b) medical in nature, c) funerary, d) matrimonial, or e) otherwise once-in-a-lifetime events will be deemed excused, and students can turn their work in/make up assessments upon their return to school, having two times the number of days missed (or the agreed upon time frame per the teacher) to submit missed work without penalty. It is the responsibility of the student to contact the teacher in order to make up the work.

The School realizes that medical and dental appointments cannot always be made after school hours; however, parents are urged to make these appointments after school hours if possible. Students are required to bring an appointment-verifying note from the physician upon returning to school in order to excuse an absence.

All other absences are unexcused, and students will turn work in/take assessments prior to their absence when possible. Final decision is at the Head of Middle School's discretion.

Unexcused: Any absence that is not excused by the School is an unexcused absence. When a student has an unexcused absence, all work is immediately due upon the student's return to school. It is the responsibility of the student to contact the teacher in order to complete any work. Students should expect that work not completed and turned in upon their return to school to be penalized as a late or missed assignment.

Students will not be excused the day before or the day after a vacation period, except in the case of severe illness or emergency with a doctor's note or other documentation. If a student leaves early or returns late from vacation time without special permission of the Head of Middle School, the absence will be considered unexcused. Additionally, students having an unexcused absence may not participate in extracurricular activities that day.

EXCESSIVE ABSENCES

A continued pattern of absences may lead to disciplinary consequences and the student not being permitted to participate in school functions that require excused absence from class (early dismissal for musical performances, athletic contests, class-specified field trips, speakers, etc.). Furthermore, if in an individual course (semester or full year), a student misses 15% or more of the scheduled classes (unexcused or excused), the School's response may be but is not limited to:

- The student receiving no credit in the course and having to repeat the class;
- The student being asked to take summer remediation;
- The student being asked to take an official medical leave of absence; or
- The student being asked to withdraw from BGA.

ONCE-IN-A-LIFETIME OPPORTUNITIES

On rare occasions, a student may be presented with a unique enrichment opportunity that may require them to miss school for an extended period of time. Parent/guardians should submit such requests to the Head of Middle School at least one month before the absence to be considered for an exception to the above policy. The School reserves the right to withhold permission for absences incurred in disregard of the School's calendar. Such unexcused absences will result in failing grades on any assignment due during the unexcused absence.

MEDICAL LEAVE POLICY

It is not unusual for students in need of medical attention to require extended leaves of absence from school. The School's priority is always for the student to receive the treatment that they require so that the student can return to school ready to learn. At times the School may recommend medical leave to a family because of excessive absences related to

emotional well-being or other extenuating circumstances. Otherwise, a family may come to the school with a request for medical leave. In those instances, to excuse prolonged school attendance for medical reasons, the following policies and procedures are in place:

- Families are to make a formal request for a medical leave of absence for their child. Requests that are physical in nature should be directed to the Head of Middle School; requests that are social or emotional in nature should be directed to the school counselor. In either case, the Head of Middle School will be notified.
- The School is to be provided with documentation from the treating physician to include a diagnosis of the medical condition and/or a specific recommendation that the student be granted a leave for medical reasons.
- Any recommendation that precludes a student from attending class will also, unless otherwise recommended, apply to all school functions.
- Families are to permit the School to be in direct contact with the recommending physician. Some cases may require the treating physician to have a waiver signed by the student granting such approval.
- At the appropriate time, the School is provided with a note from the treating or recommending physician indicating that the student is prepared to return to school. The School may also require the doctor to include a treatment plan at this time.
- The family, the Head of Middle School, the Assistant Head of Middle School, and the School Counselor (if applicable) will meet prior to the student's return to plan for his or her reentry.

When a student is placed on medical leave by BGA, the top priority is still the well-being of the student. In addition to the above parameters, the process for educational activity is as follows:

- In some circumstances, the School and the family partner with an outside agency to provide instruction and administer assessments.
- The Learning Center coordinates this effort to streamline communication and share our curriculum as appropriate.

Faculty coordinate/share assessments with the Director of Learning Services. They do not have direct contact with students during the medical leave period nor do they provide instruction to students on medical leave.

TARDINESS

It is expected that students will arrive at school on time. They should plan to arrive early enough so that they can be in their proper places when the bell sounds. If students are tardy, they should report to the school office to explain their tardiness and receive a note admitting them to class. The demerit system will be utilized for students who develop a pattern of unexcused tardies.

LATE WORK AND MAKE-UP WORK

Guidelines regarding late and/or missing work are designed to be age and developmentally appropriate. Each grade-level team will have clearly defined expectations regarding work that is not submitted on time or missing due to absence.

In most situations, students with excused absences are permitted two days for each day missed to submit make-up work. In the case of extreme circumstances, the Learning Center will help establish a plan with teachers for students to get all of their late/missing work completed in an acceptable and reasonable timeline.

If the absence is unexcused, the student is responsible to turn in all assignments the day they return to school. Failure to submit the work within the time allowed may result in the assignment being graded for partial credit only or a "0" being given for the assignment.

ILLNESS

Students who are ill should stay home. If a student is ill and remains at home, the parent or guardian should contact Jama Keener at (615) 567-9013 or jama.keener@mybga.org or Lauren Brown at lauren.brown@mybga.org by 8 a.m. If a student becomes ill during the school day, they should see our school nurse, Lauren Brown. In the interest of all students and faculty, if a student has a fever or vomiting, please do not return the student to school until the student has been fever-free (without the benefit of medication) or vomit-free for 24 hours.

MORNING CAMPUS ACCESS, AVAILABLE SPACES, AND DROP-OFF

The Middle School campus will open at 7:15 a.m. each day with the exception of Wednesday. On Wednesdays, the campus will open at 7:30 a.m. Student academic support is available each day beginning at 7:30 a.m. with the exception of Wednesday mornings as divisional/ faculty meetings take place at this time. As the school day begins at 8 a.m. (late-start Wednesday withstanding), students arriving before 7:55 a.m. should be dropped off at the Middle School Gymnasium.

The Learning Center will be open for quiet study (space permitting), and teachers are available in their classrooms to help students starting at 7:30 a.m. The school library, also, is available as a quiet study space should the Learning Center not be available. During this morning time, Middle School students are only allowed in one of these areas: the Middle School Gym, supervised in the MS Learning Center or the school library for quiet study, or in a classroom receiving help from a teacher. All other areas of the campus are off limits, and under no circumstances may students be in any space without teacher supervision. Should students be in a classroom space seeking help from a teacher, their phones must be kept in their book bags at all times (until they report to morning advisory and turn the device in for the day), and devices may not be taken to the restroom at any time during this morning time.

Any special arrangements for extra help with a teacher before this time should be made with individual teachers.

The Middle School drive is one-way, running south to north. Parents dropping off their children should enter the Middle School campus from the south entrance and drop off at the Middle School Circle. Please pull all the way around the circle to drop off in the morning. For safety reasons, please let students out of your vehicle on the school/sidewalk side, not the driver's side. If you need to get out of your car, please park in a visitor parking space so that the drive remains clear for other vehicles.

AFTERNOON CAMPUS ACCESS AND PICKUP

Middle School classes end at 3:10 p.m. Parents picking up their children should enter the Middle School campus from the south entrance (please note that this is one-way traffic) and remain in the right lane, near the curb, until your passengers are in the car. Seventh and eighth graders are picked up at the Middle School Circle, and fifth and sixth graders (and siblings) are picked up in front of the academic building.

On Preview and Welcome (PAW) Day, families will be given two laminated, color-coded name cards with your child's last name displayed. This should be displayed on the dashboard of your vehicle to help our pickup lines run smoothly and efficiently. Parents should use the left lane to exit the Middle School by turning left onto Echo Lane.

The afternoon Spring Hill/Columbia bus arrives at the Middle School Circle from the Lower School campus by 3:15 p.m. Parents of Lower School students should park in the Middle School lot; parents of both Middle and Lower School students may do the same or pick up their Middle School student in the regular carpool line and then park in the lot.

As student safety is paramount, there is to be no parking on either side of Echo Lane and no student crossing of Echo Lane. All students need to be escorted by their parent/guardian from the bus in front of the Middle School Academic Building to their vehicle. The bus drop-off/pickup will be supervised by faculty. Again, to help our pickup lines run well, please have your student's name card visible on your dashboard.

After school, no Middle School student should be left on campus unsupervised. All students will either depart for home, attend supervised extracurricular activities, or be sent to Extended Care (after 3:30 p.m.) in the MS Commons.

EXTENDED CARE

Care is available for Middle School students each day, for a fee, from 3:15–5:45 p.m. Extended Care is held in a classroom in the MS Academic Building. Contact the MS Office for more information.

LEAVING CAMPUS

No student may leave the Middle School campus during the school day without special permission from the administration. Should a student need to leave during the school day for an appointment, a parent will need to communicate that early dismissal with the MS front office no later than the morning of so that an early dismissal announcement can be sent to both the student and the classroom teacher alerting them to the absence. The student must go to the front office to sign out when leaving for the appointment, and sign back in at the front office when returning to campus. Because student accountability is of utmost importance, failure to sign out with the front office may result in a demerit report.

LOCKERS AND SCHOOL BAGS

Each student will be assigned a locker in the Middle School Academic Building. Lockers are to store all books and supplies. School bags should be small enough to store in the school locker. For precautionary measures, no rolling backpacks are allowed on campus. Gym clothes should be stored in student gym bags and kept in student lockers throughout the week. They should be taken home at least once a week to be cleaned.

LUNCH PERIOD

Students walk to the Harlin Student Center for lunch. A faculty member will escort the students from the Middle School to the entrance of the cafeteria and back to the Middle School when students are dismissed. Students are not permitted on the Upper School quadrangle or inside any building without direct supervision of faculty or staff.

Once students leave the serving area, they are not to return to get additional food items until all students have had the opportunity to be served. They are also responsible for cleaning up their individual places and returning trays, silverware, food, etc., to the proper places at the end of lunch. Students take turns cleaning the dining hall. Food items may not leave the cafeteria.

FOOD, DRINK, AND GUM

Food should not be consumed in the academic buildings and may be eaten only during designated periods (such as lunch period in the cafeteria or our Middle School concessions time that takes place periodically during community time on Friday). Food should not be kept in a locker overnight. Students electing to forego the school's lunch plan will bring food from home, and this meal should adhere to our normal lunch policies. Should a parent need to bring this lunch to school, please bring it directly to the Middle School office. Any lunch brought to school should adhere to our normal lunch policies (i.e., one dessert, no carbonated beverages or energy drinks, etc.). At no time should any student have “fast food” (or the like) brought or delivered to school for lunch. Additionally, food may not be ordered via delivery/ driver companies. Water bottles are permitted in class with permission. Students are not permitted to chew gum in academic spaces during the school day.

MARKING CLOTHING AND POSSESSIONS

All articles of clothing and personal belongings should be well-marked. Name tape or a name stamp is the best for most items. Students should place their names in and/or on all iPads, computers, textbooks, notebooks, lab manuals, etc.

PUBLIC DISPLAY OF AFFECTION

While these displays may not be objectionable away from the school and in private, they are not acceptable at any location on campus, on the school buses, or at any school event. This rule is applicable whether or not both parties are BGA students.

VISITORS

All visitors, including parents and prospective students, must sign in at the Middle School office and receive a visitor's badge before entering any other building on campus. Students are not allowed to have unannounced visitors with them during school hours. Permission for visits may be secured from the Head of Middle School or the Assistant Head of Middle School.

SECTION 5

Community Expectations

Our goal is to guide our students to make appropriate behavioral choices, to hold them accountable for their actions, and to help them learn from their mistakes so that they can become responsible, independent decision-makers. We believe high expectations and a positive school climate create an environment that promotes academic and social growth throughout the Middle School years.

STUDENT CONDUCT AND CITIZENSHIP

We constantly teach and reinforce self-discipline, good citizenship, and proper social skills.

- Treat all students, faculty, and staff with kindness and respect.
- Be on time. Be prepared. Be on task.
- Respect yourself — take responsibility for your behavior.
- Respect the property of others.
- Respect school facilities.
- Respect school rules.
- Respect the Honor Code and Responsible Use Policy for Technology and iPads.

CELL PHONES AND ELECTRONIC DEVICES

Telephone calls by students during school hours must be made at the Middle School Office. No other phone is to be used by a student without faculty permission. Cell phones and other electronic devices, including but not limited to iPads, MacBooks, and Apple Watches, are to be used only for academic purposes and only with the permission of faculty. Parents are urged to use the Middle School Office in order to relay any urgent messages to your student, and we will do our best to convey such information to your child in a timely manner.

Cell phones and other personal communication devices have become a way of life. They are technological conveniences which ownership for many Middle School students has become a rite of passage. However, in the school environment, these devices may serve as a distraction, interruption, and a method of transferring inappropriate/unnecessary information. As such, BGA has adopted the “Away for the Day” philosophy for the use of these devices on campus. Students will be asked to turn their phones off and check them in with advisors at the start of each academic day. Apple Watches will also be turned in at this time.

Phones and watches may be claimed at dismissal after the final class. Phones may not be stored in lockers or backpacks. Any phone brought onto campus must be turned in. Of course, the best option for preventing improper use is to leave these devices at home.

If a student is found to be in possession of or using a cell phone during academic hours, they may expect the following:

- **First offense:** This will serve as an official warning, and the student's cell phone will be held until the end of the day, with a one demerit "cell phone on person" offense recorded in the student's MyBGA conduct record.
- **Second offense:** The student's cell phone will be held in the Middle School office until the end of the day and a conversation has taken place with the Assistant Head of Middle School. Additionally, parents will be notified, and the student will serve one detention.
- **Third offense:** The student's cell phone will be held in the Middle School office until it is picked up by a parent. The student's phone will remain at home for a specified amount of time, and the student will serve a second detention with the understanding that any additional violation of this school policy will result in a Saturday School.

Electronic devices (iPads, laptops, phones, smart watches, etc.) may not under any circumstance be used for non-academic purposes (games, online movies/shows, texting, messaging, etc.) during the school day. To this end, students are asked to have only school-related apps and programs loaded on their iPads. This allows students to grow accustomed to using the iPad as an education device first before having more freedom with it as they get older.

iPads and computers are to be used in classrooms only and may not be taken outside during breaks or recess. Should a student need to work on a school assignment during one of these times, Harlin Library or the MS Learning Center may be available. At all other times, iPads should be stowed in students' backpacks. Under no circumstances may iPads be taken into restrooms or locker room areas. This policy also applies to iPhones during the morning time in the Middle School Gym. Students using electronic devices inappropriately will receive disciplinary action, and continued misuse will be considered an act of willful disobedience and addressed accordingly.

A.I. STANCE AND PRACTICE

Battle Ground Academy consistently engages with and researches the efficacy and utility of A.I. in the educational environments. Each classroom teacher operates on a scaffolded A.I.-use spectrum. Students will only be allowed to leverage A.I. when explicitly instructed to do so by the teacher.

Nonconsensual and Deepfake Media

Creating, distributing, or threatening to share any nonconsensual or AI-generated intimate media, whether real or synthetic, that depicts a BGA student, faculty, or staff member in a sexual, harmful, explicit, or misleading way is strictly prohibited. This includes:

- In-person display of such content.
- Sharing via digital forms.
- Failing to report known instances of AI-generated or altered media intended to cause harm.

Any student found to be in violation may face serious disciplinary consequences. Depending on the nature of the violation, BGA may also refer the matter to law enforcement, in accordance with local, state, or federal laws.

Other Synthetic Media

Students may not create, share, or distribute synthetic or digitally altered media that falsely represents events tied to BGA's campus, students, faculty, or school-sponsored activities. This includes, but is not limited to:

- False depictions of emergencies (e.g., fires, gunshots, explosions).
- Altered media suggesting violence, threats, or criminal behavior at BGA.
- Fabricated images or sounds that mislead others into believing an incident occurred when it did not.

Such actions endanger safety, disrupt school operations, and damage community trust. Violators may face disciplinary consequences, including suspension or expulsion, and the school reserves the right to involve law enforcement when necessary.

SOCIAL MEDIA

The School asks that parents adhere to the guidelines for social media that require children to be 13 years old before opening an account. COPPA (Children's Online Privacy and Protection Act) provides a great deal of research on the legal and social ramifications of this age limit.

Students should use extreme caution when participating in any form of social media. Students are not permitted to use the School's name, logo, trademark, or service mark in online activities. Students are not permitted to post photographs of the School, its locations, activities, students, parents, or employees online. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's newspaper. Students may not take pictures of faculty or teachers

without permission. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online or post pictures of school employees online.

Per the BGA Technology Use Policy, the School reserves the right to apply disciplinary consequences for computer-related activities conducted on or off-campus if such activity affects the safety or well-being of students or other members of the community, constitutes behavior embarrassing to the School or our employees, or otherwise causes a disruption to the learning environment.

OFF-CAMPUS CONDUCT

It is not the School's intent to direct students' behavior off campus, when they are under the authority of their families. However, there is an inherent need for Battle Ground Academy students to abide by certain standards of conduct, which, if violated, would directly reflect on the student, their family, or the School. Because unacceptable social conduct is a direct reflection upon the entire School, any act which would jeopardize the reputation of the School and its students will be considered a serious offense and will be dealt with accordingly.

SEARCH

Should BGA believe that a student is in possession of any materials that are in violation of school rules, the school retains the right to conduct a search. A student who refuses to cooperate will be subject to the same procedures and discipline as a student found to possess such materials. Lockers, backpacks, personal effects, and electronic devices (including cell phones and iPads) are all subject to search. Students consent as a condition of enrollment. The school's right to insist on searches is confirmed by the parent/guardian in the enrollment contract.

CONFLICT RESOLUTION

Conflicts are an inevitable part of life, especially in Middle School. Whether adult to adult, adult to student, or student to student, seeking and finding a resolution is hard work. At BGA, we believe when handled properly, such interactions are an opportunity for growth that can bring about needed change. The community's health is fundamentally impacted by the way in which the School approaches such interactions. As such, our approach to conflict resolution is intentional and guided by the following principles: maintaining appropriate time and space for discussion, demonstrating respect for all individuals, focusing on objective information and relevant circumstances, listening actively, working collaboratively toward a mutually acceptable resolution, and following up with the appropriate parties as needed.

DISCIPLINE AND CONDUCT SYSTEM

The Middle School administration provides a system of directed guidance and logical, age-appropriate consequences that hold students accountable for their actions to growth and development. Student accountability serves as teachable moments and emphasizes the essential nature of good citizenship within our academic community.

Students failing to follow school expectations can expect a prompt, firm, and fair response. School response to student conduct and citizenship issues is developmentally appropriate, understanding the differences between fifth and sixth grade "upper-elementary" students as compared to seventh and eighth grade "junior high" students.

While student infractions are categorized into tiers, the infraction lists below are not intended to be all-inclusive.

Fifth and Sixth Grade Conduct Overview

In fifth and sixth grade, a teacher, grade-level team leader, or administration may handle offenses, depending on the nature of the offense. When addressing a Tier 1 or Tier 2 student conduct issue (examples below), teachers and team leaders will use the school demerit system in MyBGA for record-keeping purposes. Parents can expect to be alerted when a student receives a third demerit. Tier 3 and Tier 4 conduct items are addressed by the Assistant Head of Middle School or the Head of Middle School.

While our fifth and sixth grade students use the same demerit system as our seventh and eighth grade students, our younger students are afforded a more lenient timeframe to self-correct behavior before a formal school response occurs. General School Responses are structured to be age-appropriate, understanding the developmental differences between the two groups of students. Below is a general school response overview of the Accountability Policy used to document various types of school infractions. This list is intended to provide a framework for varying levels of infractions and the general school response. It is not intended to be all-inclusive.

Fifth and Sixth Grade Accountability Policy: General School Response

- Demerit #1: Documented in school system
- Demerit #3: Loss of Recess
- Demerit #6: Loss of Recess
- Demerit #9: Detention Assigned
- Demerit #12: Detention Assigned
- Demerit #15: Saturday School Assigned
- Demerit #18: ISS; Parent/Student Meeting with Administration; Student Placed on Discipline Warning Status with possible Enrollment Contract Hold

Tier 3 Major and Tier 4 Infraction response could include but is not limited to:

- **Tier 3:** Immediate Saturday School Assignment, In-School Suspension, Out-of-School Suspension, Loss of Leadership Opportunities (student leadership, student ambassador, co-curricular leadership positions), Loss of Privileges, Event Restriction, Meeting with Administration, Enrollment Contract Hold
- **Tier 4:** Out-of-School Suspension or Possible Separation from School, Loss of Leadership Opportunities (student leadership, student ambassador, co-curricular leadership positions), Loss of Privileges, Event Restrictions, Meeting with Administration

Seventh and Eighth Grade Conduct Overview

Our seventh and eighth grade student accountability process uses a demerit system as well, and school response to conduct is more aligned with what students will experience when they move on to the Upper School. When addressing a Tier 1 or Tier 2 student conduct issue (examples below), teachers and team leaders will use the school demerit system in MyBGA for record-keeping purposes. Parents can expect to be alerted when a student receives a fifth demerit. Below is a general School response overview of the Accountability Policy used to document various types of school infractions. This list is intended to provide a framework for varying levels of infractions and the general school response. It is not intended to be all-inclusive.

Seventh and Eighth Grade Accountability Policy: General School Response

- Demerit #1: Documented in school conduct system
- Demerit #3: Loss of Recess
- Demerit #6: Detention Assigned
- Demerit #9: Detention Assigned
- Demerit #12: Saturday School Assigned
- Demerit #15: 2nd Saturday School Assigned
- Demerit #18: ISS; Parent/Student Meeting with Administration; Student Placed on Discipline Warning Status with possible Enrollment Contract Hold

- **Tier 3 Major Infraction:** Immediate Saturday School Assignment, In-School Suspension, Out-of-School Suspension, Loss of Leadership Opportunities (student leadership, student ambassador, co-curricular leadership positions), Loss of Privileges, Event Restriction, Meeting with Administration, Enrollment Contract Hold
- **Tier 4 Major Infraction:** Out-of-School Suspension or Possible Separation from School, Loss of Leadership Opportunities (student leadership, student ambassador, co-curricular leadership positions), Loss of Privileges, Event Restrictions, Meeting with Administration

Tier 1 Infractions

- Accessing Non-Academic Website
- Careless Use of School Property/Property of Others
- Cell Phone on Person* (one demerit)
- Chewing Gum
- Class Disruption: Minor
- Failure to Follow Study Hall Policy
- Failure to Sign In/Sign Out of Front Office
- Inappropriate Physical Behavior: Lvl 1
- Incidental/Uninvited Horseplay
- Inappropriate/Unkind Language
- Lack of Courtesy/Respect
- Leaving Class Without Permission
- Littering
- Repeated Uniform Issue (Belt, Untucked Shirt, Skirt/Short Length, Non-BGA Outerwear)
- Failure to Follow Classroom Norms and Expectations
- Failure to Follow Dining Hall Expectations
- Grooming (Unshaven, Hair Not Within Guidelines, etc.)
- Repeated Unexcused Tardies: Class/Community Time
- Misuse of Electronic Device: Gaming, Movie, etc.
- Eating/Drinking at Inappropriate Time
- Missing ID Badge

*See cell phone policy procedure and school response above.

School response to Tier 1 Infractions after multiple occurrences may include but are not limited to: Formal Warning Noted in myBGA Conduct System, Loss of Recess, Detention, Saturday School, In-School Suspension, Meeting with Administration, Discipline Warning Status, or Enrollment Contract Hold.

Tier 2 Infractions

- Accessing Inappropriate Website: Bypassing School Firewall
- Profane/Demeaning Language
- Class Disruption: Major
- Damage to School Property/Property of Others
- Disrespectful to Teacher/Coach
- Inappropriate Horse Play

- Inappropriate Physical Behavior: Lvl 2
- Inappropriate Use of Social Media
- Lack of Courtesy/Respect
- Unkind Treatment of Classmate
- Off-Limits Area
- Willful Disobedience
- Nonconsensual/Deepfake Media Violation – 1st Offense**

**Detention assigned with 1st offense.

School response to Tier 2 Infractions may include but are not limited to: Formal Warning, Loss of Recess, Detention, Saturday School, In-School Suspension, Meeting with Administration, Discipline Warning Status, or Enrollment Contract Hold.

Major Discipline Infractions — Tier 3 Infractions

- Misuse of Electronic Device: Accessing Lewd Website/Material
- Culturally Disparaging Language
- Destruction of School Property
- Sharing of Inappropriate/Lewd Material (electronically, etc.)
- Repeated Patterns of Willful Disobedience
- Malicious or Derogatory Use of Social Media
- Endangerment to the Welfare of Others
- Initiating Significant Altercation
- Tobacco, Nicotine, Vaping, Juuling (or in possession of paraphernalia)
- Physical Behavior: Intent to Harm
- Retaliated Physical Behavior
- Simulating Gun Violence
- Threatening Mass Violence
- Threatening Actions
- Nonconsensual/Deepfake Media Violation – 2nd Offense†
- Inappropriate Physical Behavior: Lvl 3

†Saturday School assigned with 2nd offense.

School response may include but are not limited to: Immediate Saturday School Assignment, In-School Suspension, Out-of-School Suspension, Loss of Leadership Opportunities (student leadership, student ambassador, co-curricular leadership positions), Loss of Privileges, Event Restriction, or Meeting with Administration.

Tier 4 Infractions

- Possession of Weapons
- Skipping School
- On- or Off-Campus Drug or Alcohol Violation (or in Possession of)
- Fighting
- Inappropriate Contact of a Sexual Nature

School response may include but are not limited to: Possible Separation from School, Suspension, Loss of Leadership Opportunities, Loss of Privileges, Event Restriction, or Meeting with Administration.

EXPLANATION OF SCHOOL RESPONSES

Formal Warning Documented in Conduct System: Generally taking place after a documented verbal warning from the teacher, documenting student behavior in the school conduct system serves as a formal warning for the student. Should the behavior persist, other School responses will be employed.

Loss of Recess: Students may be required to miss lunch recess or eat lunch in a designated location separated from the community, remaining until excused. As a matter of process, the second time a student must miss recess for conduct infractions, a communication to a parent will follow with the understanding that a detention will likely be the next conduct response.

Detention: Detention is generally given for a more serious infraction or a series of repeated minor offenses. Students may complete homework or read during detention; however, no electronic devices may be used during this time and iPhones (or the like) are not allowed. Detention meets from 7:15–8 a.m. or 3:15–4 p.m. on designated days.

Saturday School: Saturday School is held in the Middle School Administration Building on Saturdays from 9 a.m. to noon. A student may be asked to attend Saturday School as a result of repeated minor offenses, major disciplinary offenses, or honor offenses. Students and parents will be notified of Saturday School by the Assistant Head of Middle School or Head of Middle School. Failure to serve a Saturday School may result in additional consequences.

Saturday School Guidelines

- Students may wear BGA spirit dress or BGA uniform dress. All other uniform regulations will be in effect.
- Students should expect to participate in activities that serve the school.
- Students may bring school books to read or study.
- Students may not talk or sleep.
- Use of technology will be limited to iPads for school-related work only.

- Misbehavior, tardiness, or inappropriate dress may result in additional penalties.

In-School Suspension: In-school suspension is handled on a case-by-case basis. A student will spend the day on campus removed from classes and separated from the Middle School community. One will be expected to complete all work while in ISS. Generally, students given in-school suspension will not participate in after-school activities, to be determined by the Head of Middle School on a case-by-case basis. In-school suspension is not noted on a student's official BGA record.

Out-of-School Suspension: Out-of-school suspension is handled on an individual basis. If a student is suspended from school, they are not allowed to attend school for a designated period of time. Suspended students are responsible for all work missed during their absence. Students will not be allowed to participate in or attend after school/co-curricular activities while suspended. Out-of-school suspensions will be documented in a student's official BGA record.

Disciplinary Probation: Each case is handled on an individual basis. Serious or repeated offenses may result in a student being placed on probation for their conduct. While on probation, a student may not be allowed to participate in or attend school-sponsored (or related) activities and events nor be allowed to go on school-related trips. Removal from co-curricular activities is an appropriate consequence in some cases. A student placed on disciplinary probation may be placed on contractual hold as well.

Contractual Hold: A decision to move to the following grade may be held until the end of the academic year. Major infractions, repeated offenses, and unsatisfactory academic performance are all factors that may result in a student being placed on a Contractual Hold. In some instances, students may be given a contract addendum agreement highlighting expectations moving forward.

Separation from School: The Head of School makes all final decisions regarding separation from school with recommendations from the Head of Middle School and the administrative team.

Depending upon one's disciplinary history at school and the nature of the offenses, certain logical consequences will be implemented. It should be noted that the School is not bound to go through all of these types of discipline prior to taking any action. More serious violations will be met with more serious consequences. In certain circumstances, suspension, probation, and separation from school might be appropriate.

RESTORATIVE ACTIONS AND STUDENT SUPPORT

Restorative actions following a disciplinary issue are designed to rebuild relationships, promote accountability, and repair harm. These measures help students reflect on their behavior, develop empathy for those affected, and learn from their mistakes. The list below offers examples of possible restorative actions.

Advisor Discussion: A student's advisor plays an important role in the student's day-to-day life at school. Advisors will be made aware of the student's conduct for the purpose of providing support for the student and being an advocate for the student when appropriate.

Team Leader Discussion: In the event of repetitive minor infractions, the grade-level team leader will discuss the pattern of behavior with a student. This conversation is intended to not only highlight practical strategies to help the student abide by community expectations but also to make the student aware of forthcoming consequences should the behavior persist.

Written Reflective Assignment: This piece of the restorative process may take a number of forms. A student may be asked to write one of the following:

- Incident Account recalling the action which took place;
- Letter of Apology to others affected; or
- Reflection on the impact of one's actions and what might be done differently.

A copy of this assignment may be placed in the student's conduct file.

UNIFORM POLICY

In general, all items of clothing should be appropriately sized and worn the way they are intended to be worn. Oversized clothing is not allowed. All articles of clothing and personal belongings should be well-marked with the student's name.

Guidelines for dress are set for the following specific circumstances: Academic Dress; BGA Spirit Day Dress; Co-Curricular Dress; School-Sponsored Trips; and Special Occasions (Opening Convocation, Academic & Service Awards Ceremony, etc.).

Academic Dress Regulations

Academic dress is required for all students on campus and begins with the first class period of the day and extends through the last class period, whether the student is in class or not. Students are expected to dress appropriately while on campus prior to the start of classes and following the last class period of the day. On Tuesdays, students are expected to wear their dress uniform (boys: Oxford shirt with khaki pants or shorts; girls: Oxford shirt with plaid skirt or khaki pants). Dress uniform may be requested on other days.

Shirts: A BGA uniform polo (or Oxford shirt) must be worn at all times during the school day and must be tucked in at all times. When indoors, anything worn over the BGA uniform shirt must be official BGA apparel (see below). Students must choose shirts from the following list: a blue Oxford shirt from Flynn O'Hara Uniforms (short- or long-sleeved; one blue Oxford shirt is required for Tuesdays and other special occasions — on Tuesday's Oxford Dress Uniform Day, no hoodies may be worn when attending assembly, though a BGA ¼-zip garment may be worn as an additional layer); or white, royal, and gray polo shirts from Flynn O'Hara Uniforms, either short- or long-sleeved. Shirttails are to be tucked in at all times.

Pants: Pants must be khaki in color and may be bought from Flynn O'Hara Uniforms or local suppliers. The fabric should be of the natural type: cotton, poly-blend, or wool. No cargo, leather, plastic, or nylon pants are permitted. Pants should reach the lower ankle. They are not to be cut off or rolled up to shorten the length. A belt must be worn with pants/shorts designed with belt loops.

Shorts: Khaki shorts offered by Flynn O'Hara Uniforms are acceptable for school unless otherwise stipulated. Their length must not be altered after purchase from Flynn O'Hara Uniforms and must be no shorter than fingertip length.

Skirts: All girls will have a plaid uniform skirt from Flynn O'Hara Uniforms. Skirts need to cover what is worn underneath and must be no shorter than fingertip length. Skirts may not be rolled at any time. The plaid uniform skirt will be worn on Tuesdays and other times throughout the year; however, girls may opt to wear khaki pants on Tuesday as well.

Footwear: Dress shoes, athletic shoes (in good repair), and appropriate boots may be worn. Boots may not be higher than ankle-high (6–8 inches), may not be "platform" boots, and may not have excessive buckles, etc. Birkenstocks are the only dress sandals (no thong sandals) that may be worn. Slides, Crocs, house shoes/slippers, etc., may not be worn at any time.

Hairstyles: Regardless of the style selected, the guiding principles are that it be in good taste, be neatly groomed, and out of the eyes. If needed, hair should be pulled back from the face with a hair tie. No extreme hairstyles are permitted, including mohawks, mullets, etc. Unnatural coloring or excessive coloring of the hair is prohibited. Hair should be of natural color, dyed or otherwise, understanding that the school distinguishes this from natural highlighting of small portions of hair. For boys, hair must be above the eyes and above the shoulder. Sideburns should be trimmed so that they are not excessively thick and do not reach below the bottom of the ear. No facial hair is permitted, including but not limited to stubble, goatees, etc.

Makeup: Neither unusual colors, combinations of colors, designs, nor excessively heavy makeup is to be worn.

Jewelry: Jewelry (if worn) should be in good taste. It should not be excessively large or gaudy. No body piercings may be worn – other than earrings for girls – during the school day or when representing the School at a school event (TSSAA contest, fine arts performance, etc.).

BGA Outerwear: Students may wear BGA uniform sweatshirts, fleeces, zip-front jackets, cardigan sweaters, vests, etc., from Flynn O'Hara Uniforms. Additional BGA apparel can be purchased through the Roar Store. These garments must have the approved school logo. These approved sweaters, hooded sweatshirts, and jackets may be worn over the BGA polo shirt or the BGA uniform dress shirt. It is the prerogative of the administration to request a student to remove such apparel should it not adhere to the BGA branding guide policy. All apparel must be clean and in good repair. No hoodies may be worn at assemblies on Dress Uniform Day, but students may wear a ¼-zip pullover from Flynn O'Hara Uniforms or the BGA Roar Store.

Non-BGA Outer Garment: "Outer garment" includes winter coats and rain jackets only. "Outer garment" does not include sweaters, hooded sweatshirts, fleeces, etc. These outer garments may be worn only outside school buildings during outside recess/break. At all other times, these garments must be stored in student lockers.

Socks and Hosiery: Socks must be worn with all uniforms. Solid navy blue, black, white, or gray socks are preferred. Socks are to be no higher than calf length. Mid-thigh socks, tights, leggings, etc., are not permitted. Girls may choose to wear the following with the uniform skirt/skort: nylons (solid navy, black, white, gray, or nude; no patterns or netting); tights (solid navy, black, white, or gray; no patterns or netting); or leggings (solid navy, black, white, or gray, ankle-length; no capri or flare leggings; no patterns or netting). Any nylons, tights, leggings, etc., must be full length. Thigh-high or mid-thigh high are not permitted, and they may not have any holes or rips.

Undershirts: If worn, undershirts must be tucked in. Long-sleeve white t-shirts (or plain, white turtlenecks) may be worn only with long-sleeve Oxfords or polos; they may not be worn with short-sleeve shirts.

ID Badges: All students will be issued an individual ID badge at the beginning of the year that allows access to designated academic buildings throughout the duration of the school day. These badges will be considered part of the school uniform, and students are expected to have them on their person unless engaged in Wellness class or a similar physical activity. Should a student lose the ID badge, a $25 replacement fee will be charged to the student's FACTS account.

Hats/Headwear: Hats, caps, or head coverings of any kind, to include hoodies, may not be worn in buildings without administrative approval.

Flynn O'Hara Uniforms	BGA Roar Store (for Spirit Wear)

204 Ward Circle #400, Brentwood, TN 37027 · 615-662-6582 · stores.flynnohara.com · BGA School ID #TN019 Hours: Monday 10 a.m. to 7 p.m.; Tuesday–Wednesday 10 a.m. to 6 p.m.; Saturday 10 a.m. to 5 p.m.	Located in the Harlin · Roar Store website Hours: Tuesday 7:30–10:30 a.m.; Friday 7:30–10:30 a.m. Check Sound Waves for special times.

Spirit Day Dress Policy

Unless otherwise specified to accommodate a special program or event, Fridays will be Spirit Days. Spirit Day dress consists of uniform bottoms or neat blue jeans (no holes, rips, or designs) with BGA t-shirts, sweatshirts, or special BGA event t-shirts. Dress requirements for belts and socks still apply.

Co-Curricular Dress Policy

Outside of BGA-sponsored themes, students are expected to abide by the following guidelines at on- and off-campus athletic contests and school events:

- Students may wear pants, shorts, and dresses (girls) that are neat in appearance.
- Students may wear athletic shoes (basketball, tennis, running shoes, sneakers, etc.).
- Shirts must be worn at all times.
- T-shirts may not have any language referencing alcohol, drugs, sex, or other offensive language.
- Sleeveless t-shirts of the undershirt variety are not allowed.
- Necklines and hemlines should always be in good taste.

School-Sponsored Trips

Students must be in uniform (either a BGA polo uniform or Oxford dress uniform) for any school-sponsored trip. On occasion, the Head of the Middle School may approve alternate dress.

Special Occasions

From time to time, special events are held throughout the school year. The Head of Middle School or Assistant Head of Middle School will communicate appropriate student dress for such events.

SECTION 6

Student Life

BGA students engage in a wide range of athletic, social, and community activities in addition to their academic responsibilities. These extracurricular activities complement the academic program, affording students the opportunity to pursue worthwhile endeavors with passion. As student interests are nurtured and ignited in these numerous arenas, this daily investment affords students the opportunity to continually become the best version of themselves.

ATHLETICS

BGA athletics will provide opportunities to prepare each student-athlete at Battle Ground Academy to participate at their highest level, striving for personal excellence in both team and individual athletic endeavors.

- **Fall I Athletics:** Football, Volleyball, Tennis, Cheer, Cross Country
- **Fall II Athletics:** Soccer, Wrestling
- **Winter Athletics:** Basketball, Swim, Cheer
- **Spring Athletics:** Golf, Baseball, Softball, Track and Field

As with all co-curricular activities, student-athletes must be present for at least half of the school day (three or more classes) to practice or compete that day.

SPORTSMANSHIP AT BGA

Athletic fields and gymnasiums are classrooms where we teach character, integrity, teamwork, honor, and sportsmanship. These are life's lessons, and below are the sportsmanship guidelines for our student-athletes.

- Encourage good sportsmanship from your teammates and parents;
- Treat your coaches with respect;
- Remember that participating in sports at BGA is an honor;
- Always be an ambassador for BGA on and off the field;
- Be a role model and positive person: a good sport; and
- Integrity is the most important value of any sports program.

Sportsmanship Guidelines for BGA Student Body:

- Cheer for your BGA team, not against their opponents;

- Use wisdom and common sense in your cheers;
- Show our opposing teams and fans that BGA is all about sportsmanship;
- School spirit is a great thing: do it with class; and
- Respect the judgment of game officials.

Sportsmanship Guidelines for BGA Parents and Other Fans:

- Praise your student-athlete for being part of a BGA team;
- Try to learn the rules of the game;
- Show respect for the opposing teams: they are guests of BGA;
- Respect the judgment of game officials;
- Cheer for our BGA teams, not against our opponent;
- Trust and respect the jobs and decisions of BGA coaches; and
- Be a role model for your son or daughter: set the example.

In addition to these guidelines, BGA partners with A Better Way Athletics to promote a positive and effective partnership between BGA athletic administrators, coaches, and parents, providing parent education resources and opportunities throughout the academic year.

CLUBS AND CO-CURRICULAR ACTIVITIES

BGA affords students opportunities to pursue various interests through clubs and co-curricular activities. A complete and updated list of these opportunities is available from our Director of Middle School Student Life. If you have any questions or concerns about your child's desire to participate in any of these clubs or organizations, don't hesitate to reach out to their advisor or the Middle School Office.

COMMUNITY SERVICE

Battle Ground Academy seeks to create lifelong servant leaders who understand the importance of service to others and that service can take many different forms, that finding opportunities to serve others demonstrates leadership, and that service is an important part of living in a civil society. The Middle School Community Service Coordinator creates and provides information on offerings throughout the year for students. Community Service information can be located on MyBGA.

Community Service Yearly Requirements for Promotion

Students are required to earn a minimum of 10 hours of community service and log it into MobileServe by May 1.

If a student wishes to earn community service through an organization not listed on the Community Service tile, that organization must be a 501(c)(3) entity. Reach out to the Middle School Community Service Coordinator should you have any questions prior to arranging this service time.

Community Service Approval Process

The Middle School will continue to use MobileServe, a web-based and mobile app, to track student service learning hours. Students will have the MobileServe app on their school-issued iPad or may download it to their own device. Students who already have their BGA MobileServe account set up should continue to upload any hours that they earn over the summer. For new students and rising fifth graders, specific details and instructions regarding MobileServe and recording hours will be shared at the start of the school year. If at any time a student has difficulty using the app, they should see the Middle School Community Service Coordinator.

INSTITUTION OF EMPHASIS

Each year, BGA partners with an outside organization selected in light of our school's mission statement. This institution is given unique access to our school, and we strongly encourage students to serve with this organization to the extent they are able.

STUDENT LEADERSHIP

Central to our community's student life is our Student Leadership Team. These student leadership teams represent a voice for the entire student body and serve in an advisory role to the administration.

Student Council

The Middle School Student Council consists of a president, vice-president, secretary, and treasurer selected from the eighth-grade class. In addition to the eighth-grade council members, two student representatives, a boy and a girl from grades 5–7, also serve on the Middle School Student Council. The Student Council leads assemblies, organizes seventh- and eighth-grade dances, bake sales, and other special events. Additionally, the Student Leadership Team works with the elected Greer-Plato representatives from each grade.

Greer-Plato Representatives and Student Ambassadors

Greer-Plato representatives and Middle School student ambassadors are selected from each grade to serve the School in various capacities. Greer-Plato representatives work closely with the Student Council to plan and execute Greer-Plato competitions and other special events. Student ambassadors work closely with the entire student leadership team to plan special events and work closely with our admissions office.

LIBRARY SERVICES

The Library is open from 7:30 a.m. to 3:30 p.m. Monday through Friday. The library staff is available to assist students with various sorts of media, particularly research and reference materials. An atmosphere of quiet and orderly behavior must prevail in the Library. It is intended as a place of scholarship, and any student whose actions are deemed disruptive to the library supervisors will be asked to leave immediately and disciplinary consequences will follow.

SECTION 7

Middle School Contact List

Name & Role	Email & Phone
Shannon Dishman Head of Middle School	Shannon.Dishman@mybga.org (615) 567-9013
John Millard Assistant Head of Middle School	John.Millard@mybga.org (615) 567-8492
Jama Keener Administrative Assistant to the Head of Middle School	Jama.Keener@mybga.org (615) 567-9013
Dr. Ashley Pratt, Ed.D. Director of Learning Support Services	Ashley.Pratt@mybga.org (615) 567-8362
Layne Pickett Director of Counseling, MS Counselor	Layne.Pickett@mybga.org (615) 567-8474
Lauren Brown Middle School Nurse	Lauren.Brown@mybga.org (615) 567-9015
Michele Rook Middle School Director of Learning Services	Michele.Rook@mybga.org (615) 567-9017
Rob Mitchell MS Athletic Director	Rob.Mitchell@mybga.org (615) 567-8325
Angela Gist-Dowlen Director of Middle School Student Life, Assistant Director of Inclusion & Belonging	Angela.Gist-Dowlen@mybga.org (615) 567-8326
Andrew Phelps Assistant Head of School for Finance	Andrew.Phelps@mybga.org (615) 567-8519
Tiffany Fernandez Controller	Tiffany.Fernandez@mybga.org (615) 567-9009

SECTION 8

Middle School Major Dates

To access the Middle School Major Dates calendar, click here.